



Aldryngton School PTA Pool Club 2025

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) out of hours and during school holidays and wrap the bike lock around the post and gate so that members visiting the pool can enter the school site. After opening, put back the key in the key safe and ensure that the number dial is changed from the entry code so that no child or unauthorised individuals can see the entry code.

Please unlock the bike lock using the code and wrap this around the gate and post twice. Face holiday and afterschool club pick up is by the main reception gate however due to safe guarding we need the bike lock wrapped twice around the foundation gate and pole.

A minimum of 2 pool supervisors are required to open the pool.

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 and **MUST** be used by 2 PTA members. 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, please 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 and the date. If someone is undertaking shadow duties their details should also be recorded as proof of attendance

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. This year's leavers are considered Aldryngton pupils.**



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Guests are not permitted during the month of May for the 2025 PTA swimming season. Only from 1st June until 5th September are 2 guests (swimmers) allowed per member, per visit.

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

A maximum of 20 bathers** will be allowed into the pool; if there are more than 20 bathers a third supervisor who is resuscitation-trained must be in place and up to 35 bathers can then use the pool. (***Excluding adults accompanying under-fives*)

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.**

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 or their own hi-vis if preferred. Hi Vis jackets have been laundered at a high temperature prior to opening.

Accidents must be recorded in the PTA Accident Book and reported to the Pool Co-Ordinator (pool@aldryngtonpta.com) and the School Office (finance@aldryngton.wokingham.sch.uk) (see bullet 4).

c) CLOSING THE POOL

All equipment must be placed back in the poolside blue sheds.

The diving 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. Guide the cover carefully round the steps and down into the pool when it starts to unwind to prevent any tearing. Children must not help with any part of the pool cover process.

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

Hi-vis should be returned to the poolside store cupboard. Chairs must be stacked by the side of the pool.

Clean the changing room floors using the blue mop & bucket provided, using only **pool water**. Use the squeegee to remove the water out of the rear doors (not poolside). Empty the water into the poolside drain outside the changing rooms. (NOT INTO THE POOL)

Clean the toilet floor with a separate red mop and bucket for hygiene purposes. Empty the toilet floor bucket water carefully into the toilet then flush.

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.

Unlock and unwrap the bike lock from the foundation gate. Please make sure the number is changed.

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.

Non rota swimming is open to all subject to max numbers.

3. Safeguarding

Members should have an understanding of safeguarding and procedures associated with this. Full training for safeguarding can be accessed following the link below:

<https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/training/elearning>

Children remain under the responsibility of the parent or carer at all times, please also note the following rules;

1. No adults are permitted in the changing rooms unless same sex and by prior agreement with the supervisor only. It is only expected that a parent/carers would enter the changing room to change an under 4 year old or if their child requires additional support to change. An over 4 year old should be able to change themselves. Arriving and leaving pool ready is encouraged to minimise use of changing rooms.
2. Parent/carers to accompany children to the toilet if required. Not the pool club supervisors.
3. If first aid (non-emergency) is needed this must be administered by the parent/carers, eg: applying a plaster or compress. Not the pool club supervisors. Pool club supervisors will only act in an emergency per pool club procedures. Any first aid needs to be noted and the school office advised for their records.

If any adult/pool club volunteer has concerns of a safeguarding nature these can be reported per Wokingham Borough Council procedure below:



Who to contact

If you believe a child is in immediate danger, call the Police on [999](#).

To report other concerns about a child:

- Phone us: [0118 908 8002](tel:01189088002)
- Email us: triage@wokingham.gov.uk
- After 5pm or on weekends and bank holidays phone [01344 351 999](tel:01344351999) – for safeguarding emergencies that can't wait until the next working day
- [Thames valley police website](#) - phone [0845 8505 505](tel:08458505505)
- [National Society for Prevention of Cruelty to Children website](#) - 24 hour helpline [0800 800 5000](tel:08008005000)
- [ChildLine website](#) - 24 hour helpline [0800 11 11](tel:0800111111)

General Aldryngton pool concerns - Pool Manager - George Bridge - [07541 691525](tel:07541691525)

4. 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 (finance@aldryngton.wokingham.sch.uk).

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 (details in point 3 above):

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 5 AND 6 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



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 and parents should read the 2025 PTA Pool risk assessment circulated pre pool opening.

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). Non-attendance can also be shared via the pool Whatsapp group/email/phone the user etc to request that they attend. 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 other
 - 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. Inflatables to play on (not flotation safety device/buoyancy aids, which are recommended for weak/young swimmers) should only be used if 15 swimmers or less are present in the pool and with the agreement of the pool supervisors. Accompanying adults are responsible for safety of swimmers using the inflatable while in the water. No more than 2 inflatables allowed in the pool at any time.
5. 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.
6. 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.
7. All children under the age of 5 **MUST** stay in the shallow end. Failure to do so will result in being asked to leave the pool.



8. All children under the age of 3 **MUST** wear a flotation safety device - arm bands, swim jacket etc. Failure to do so will prevent entry into the water.
 9. All children under the age of 3 **MUST** be accompanied in the water by their adult.
 10. A maximum of 20 bathers** will be allowed into 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. A third supervisor, who must be resuscitation trained, must be in place and up to 35 bathers can then use the pool.
 11. 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.
- **Excluding adults accompanying under-fives.
12. Only named members will be admitted. **An Aldryngton child who is not a member may not use the pool even during non-rota sessions. Leavers are considered Aldryngton pupils until end September.**
 13. Accidents must be recorded in the PTA Accident Book and reported to the Pool Coordinator (pool@aldryngtonpta.com) and the School Office (finance@aldryngton.wokingham.sch.uk).
 14. Footwear must be worn when going outside the pool area, including going to the toilet.
 15. No person who is dirty or shows signs of contagious infection/open wounds may use the pool.
 16. Long hair must be tied back. Cleaning the filters of hair is a grim job.
 17. 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.
 18. **The outdoor play equipment** (adventure playground, tyre park, train, etc.) must not be used, either after school or during holiday period.
 19. 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) 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.
 20. Non-attendance for rota Supervision duties must be reported to the Pool Coordinator (pool@aldryngtonpta.com) and the Site controller/office. The same penalty as outlined in point 18 applies, except in extenuating circumstances at the Pool Coordinator's discretion. This needs to be communicated to the Site controller/Office and PTA committee.



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21. 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.**

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22. **Supervisors** mobile phones or laptops should not be used or viewed whilst on duty, unless there is an emergency requiring a phone call to be made. Eyes must be on the swimmers at all times. Parents are also requested to avoid non-emergency mobile phone use as they are fully responsible for their swimming children at all times. Any supervisor using a mobile phone poolside should be reported to the pool team by any adult who has concerns over their attention to duty (pool@aldryntonpta.com). This could result in membership being withdrawn for the season.

23. Photography of any type is forbidden within the pool enclosure. Any breaches of this rule should be reported to the pool team by any adult who has concerns over their attention to duty (pool@aldryntonpta.com). This could result in membership being withdrawn for the season.

24. Visitors are allowed in the pool only from 1st June until 5th September. 2 visitors per member/family, per visit.