

# Guidance for Swimming Volunteers



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PRIMARY ACADEMY

Thank you very much for agreeing to be one of our Swimming Volunteers. We rely on Swimming Volunteers to help escort children to and from the classroom, to supervise changing and to assist in the pool with the younger children. Your help is greatly appreciated by children, staff and parents.

## ***Walking To and From Pool***

- Collect the children from the classroom ensuring you know how many children you are taking and are then responsible for
- Position yourself at the front of the line at all times
- Ask the first child to hold open the door for the others to pass through
- We always model good behaviour and remind the children to thank each other. The child holding the door then joins the back of the line
- Remind children about walking sensibly and quietly through school
- Some children have 1:1 teaching assistants and they will need to remain with them at all times

## ***Health & Safety***

- Towels, costumes and hats must not be shared
- Any swimmer with a verruca that is not being treated must wear a verruca sock. Verruca sock must be put on in shoe area and not taken off again until child is putting shoe back on.

## ***Changing Rooms***

- Each child should take their shoes and socks off on their own outside the swimming pool and place them in the pockets outside the changing rooms.
- Sometimes it will be necessary to help younger children get changed. Whenever possible please encourage children to attempt to get undressed and dressed independently.
- If a child has soiled or wet themselves please inform a teacher or teaching assistant
- Earrings must NOT be worn for swimming but only the child themselves can remove them. Under no circumstances must you help them.
- You must not help a child insert or remove ear plugs
- All girls and boys with long hair must wear a swimming hat
- Never leave the changing room unattended if there is a child present

## ***In the Pool***

- You must always wear a t-shirt in the pool
- You will be guided by the member of staff in charge of the swimming session

## ***Emergency Procedures***

- In the event of a fire the children will be instructed to leave the pool and line up calmly at the emergency patio door as the register is checked. Each child (& adult if in the pool) will be given a space blanket and they will line up in the back playground with their class line.
- Volunteers should follow the children out of the pool and then make their way to the Front of the school to the visitor assembly point.
- There is an alarm and telephone in the pool area in case of emergency
- If the fire alarm sounds as you are walking to or from the pool please walk the children, using the nearest exit, to the back playground so they can join their class line.

**Please ensure you do not use your mobile phone whilst in school at any time.**



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