

PARTNERSHIP AGREEMENT FOR SCHOOL SWIMMING

NOP	Normal Operating Procedure
EAP	Emergency Action Plan
PSOP	Pool Safety Operating Procedures
LP	Leisure Provider

The Provider will:

- Provide every child with an equal opportunity to learn to swim, in line with the National Curriculum, and maintain the highest standards of tuition.
- Ensure all bookings fulfil the time allocation agreed. This includes registration and assessment times.
- Ensure all safeguarding checks for their staff are up to date and confirmation is available if requested by the school
- Provide a current NOP/EAP to the school prior to commencement of the School Swimming Programme or, if available, a simplified document that explains to teachers what they need to know.
- Offer a full induction programme.
- In partnership with the school, fix an annual charge for implementation in September each year.
- Send invoices in advance of the new school term.
- Provide lifeguards in accordance with the provider PSOP (copy available from the Duty Manager).
- Specify programme allocation on the confirmation form.
- Ensure that the school takes responsibility for the supervision of their pupils whilst on the premises.
- Notify the School that the Provider/Swimming Teachers will not be held responsible for the discipline of pupils.
- Notify the BSSP/BC of teachers who do not support on poolside.
- In the event that a child suffers an accident while at the centre, ensure centre staff are on hand to assist and administer first aid if necessary. Normal school procedures regarding reporting of accidents must be adhered to including the completion of a school accident form or book. Under no circumstances will the centre provide accident forms for such incidents.

- Report all School Swimming Accidents/Incidents to BSSP/BC if a Lifeguard enters the pool.
- Ensure that the school is aware that the school is responsible for the loss or damage to property (including vehicles) brought onto the premises, unless the loss or damage is caused by negligence of either the Company or the Council.
- Will identify the needs of all pupils and how to progress them and regularly feedback to schools.

The School will:

- Inform Provider Staff/Swimming Teachers of any medical condition/SEND needs or impairment which may affect the safety of a pupil, especially in the water (e.g. the lifeguard needs to know if a child with Epilepsy is swimming).
- Settle invoices in advance of the new school term.
- Be responsible for supervising their children while on the premises. This includes the behaviour of the students during the lesson and support with school swimming as trained. For safety reasons, any children being disruptive will be removed from the lesson (any child removed from the lesson is properly supervised).
- Be responsible for transport to and from the swimming venue. (The Provider will not be liable for any other expenditure incurred or loss sustained by the hirer arising from cancellations).
- Ensure appropriate parking for buses. Buses must not be parked at the entrance to the centre unless actively picking up or dropping off children.
- Ensure that pupils who have been excused from swimming remain at school.
- Take responsibility to ensure that all accompanying school staff are in attendance **at all times** during swimming visits. All school staff who attend on poolside, need to have completed, as a minimum, the Swim England Support Teacher of School Swimming training.
- Provide Swimming Teachers with a register which includes details of medical/additional needs of the pupils.

Accompanying School Staff - We will:

- Discuss the School Swimming Programme with the Provider.
- Ensure that Class teachers have their pupils ready to start the session on time.
- Ensure the discipline of the pupils.
- Provide information to the LP swimming teacher of issues affecting the children on the day of the swimming session (dynamic risk assessment).
- Inform Provider Staff/Swimming Teachers of any medical condition/SEND needs or impairment, which may affect the safety of a pupil, especially in the water (e.g. the lifeguard needs to know if a child with Epilepsy is swimming).
- Only use the area within the facility that is specified on the booking form. The school will be allocated a set amount of pool space suitable for the session. This could include sharing pool space with the public.
- Remain actively involved on the poolside in a capacity that we feel capable of, and are trained to do.

- Refrain from use of our mobile phones on poolside or any other activity, which takes focus away from the school swimming lesson.
- Fulfil duty of care over the pupils ('watchful eyes'), safeguarding etc. Remain on the premises during the school swimming session.
- Ensure all pupils conform to the following:

Pupils must wear:

- Conventional swimming costumes - one-piece tight fitting swimming trunks or a one-piece costume (these may conform to cultural requirements).
- A swimming hat (the school will bring spare hats).

Pupils must not wear:

- Underwear in the swimming pool.
- Jewellery (including earrings and watches)
- Outdoor shoes on poolside at any time during the swimming session (Overshoes are available to all staff/teachers on poolside),

Pupils should be encouraged to use the toilet before entering the pool hall. They may be required to shower (if required and practical).

Updated April 2021