**Appendix T**

**Induction Training Grid for Public and School Pools**

**Normal Operating Procedure (NOP)**

| **INDUCTION ASPECT** | **RESPONSIBILITY** | **DETAILS** | **NOTES** |
| --- | --- | --- | --- |
| Teaching Attire | School Staff | Staff responsible for ensuring that their poolside attire including footwear is appropriate. For NRASTC qualified staff working at their own pools, they also need to be confident in their ability to effect a rescue without being hindered or impeded by their clothing.  |  |
| Before the session | School Staff | Responsible for checking arrangements for the visit including staff for supervision of changing areas (if applicable).Contacting leisure provider if an extra member of **their** staff is required to supervise changing areas. |  |
| Swimming Attire | School Staff | Girls – One-piece swim suitBoys – Close fitting swimming trunks/shortsMeet the needs of pupils with cultural requirements (refer to Clothing and Equipment within Policy – pages 62 + 63)Swimming hat Goggles – if school and pool policy allow (refer to guidance on goggles within Policy – page 64) |  |
| Arrival | School Staff | Responsible for the movement of pupils to the venue:* Disembarking transport
* Movement into the venue
* Supervision of behaviour of pupil behaviour
* Controlled entry to the changing area
 |  |
| Registers | School StaffSwimming Teacher | Responsible for taking a register of all pupils attending that session prior to leaving school, notes should be made to inform Swimming Teachers of any non-participating or absent pupils. All those teaching pupils school swimming should have seen registers which include medical conditions/additional needs and ability of pupils where known (refer to Appendix Y).Responsible for taking a register of the group over which they have control at the beginning of the session. |  |
| Changing Room Supervision | School StaffLeisure Provider Staff | Responsible for the supervision of the pupils whilst changing, removal of jewellery, going to the toilet, showering (if required) etc.Pupils should then wait until instructed to enter the swimming pool.Where Leisure Provider Staff (with suitable DBS check) are nominated to supervise a changing area in the absence of an appropriate school staff member, pupils **must** move as a cohesive group, entering the changing room together and exiting all together when instructed to avoid the possibility of any 1:1 situation occurring with any student. | Pupils should also be reminded at this point to take any required medication such as inhalers with them onto the poolside (normally the class teacher will take responsibility for this). |
| Movement from Changing Area to Poolside | School / appropriate nominated Leisure Provider Staff (where applicable) | Before pupils go onto the poolside staff should ensure that they are encouraged to: * go to the toilet
* shower and put on swimming hats (if part of the pool/school policy)
 |  |
| Non-participants | School Staff | Non-participants need to be accommodated in relation to the specific configuration of each Leisure Provider. A list of pupils present but not taking part should be kept by a nominated teacherSupervision of non-participants may be remote if a suitable seating area, near but not on the poolside, is available. This remote supervision will be dependent on the ages and numbers of pupils not taking partPupils who are not taking part must be made aware of what to do in the event of an emergency, such as a fire drill. The nominated member of staff must take responsibility for the pupils.If there are a significant number of pupils not participating, or effective supervision of non-participating pupils is not possible, arrangements should be made for them to remain in school. |  |
| General Behaviour and Relationships | School TeacherNominated School Teacher in Charge  | In the course of the lesson the Teacher in charge of a group is responsible for the supervision of the pupils in that specific group under the guidance of qualified school swimming teachers.Where a situation has developed beyond the norm, the School teacher has responsibility for removing disruptive pupils from the group, sitting them on the poolside away from the water. Issues of discipline may then be dealt with by the nominated School Teacher in Charge | If the disruption occurs in a group other than the group of the nominated Teacher or with a non-participating pupil, the Teacher should stop their own group and get them to leave the pool before dealing with the incident. |
| Dealing with minor disruptions | Leisure Provider First Aider with Nominated School Teacher in Charge  | Minor injury e.g. cut finger / pupil needing the toilet  | Depending on locations of First Aid facilities and toilets in the individual facility discuss the possibility of using a pupil ‘buddy’ system rather than having to remove all pupils from the water to enable the adult in charge of the group to deal with the issue. Teacher/pupil ratios must remain within the recommended guidance (refer to Ratios within the Policy – page 53). Pupils should not be allowed to leave the poolside on their own. |

# **Emergency Action Plan (please refer to Appendix E)**

| **INDUCTION ASPECT** | **RESPONSIBILITY** | **DETAILS** | **NOTES** |
| --- | --- | --- | --- |
| Fire alarm | All Adults | Each adult removes a group from the pool and accounts for them all before following the pool’s evacuation procedure. | School Staff need to hear the alarm and walk through the emergency route to the assembly point. They should be told / shown where thermal blankets are collected on the way out. |
| Dealing with medical emergency | Rescuing from water – LifeguardOngoing care – Lifeguard/First Aider/Emergency Services | Epileptic seizure, Diabetic hyperglycaemic/ hypoglycaemic episode, asthma attack  | Where an accident report form is filled in at the pool a copy should be taken for entry into the school and Council records. |
| In case of a serious incident | Lifeguard / Swimming TeacherSchool Staff | Has the Lead Role in any ‘rescue’ situation. Directs the rescue and action taken. Should initially attempt to call or use whistle procedure to attract attention to the need for a rescue or to attract the attention of pool staff and indicate the need for a rescue.In a school pool, if a NRASTC qualified member of school staff affects a rescue, the Teacher in Charge has the responsibility to decide whether to remove all pupils from the water (if not impeding the rescue in any way) and when necessary taking them to the changing area. The nominated Teacher in Charge should remain to monitor progress with the pupil.Should an ambulance be required, the nominated Teacher in Charge needs to decide whether to accompany the casualty to the hospital or remain with the group. In any event the School must be notified. | Should the incident turn out to be a minor event, teachers should consider the need to contact parents to inform them of the incident before the child goes home.It may be necessary to have the assistance of pool staff to help supervise changing.Try to take note of times and persons involved for debriefing and reporting.It may be more appropriate for a senior member of staff from school to drive to the hospital to meet the ambulance and the parents, leaving the teacher to return to the school with the main group. THIS ASPECT MUST BE DISCUSSED IN ADVANCE TO ENSURE IT FORMS PART OF THE SCHOOL’S EMERGENCY ACTION PLAN.It should then be the school’s responsibility to contact the parents and the Council.The school Emergency Action Plan should also deal with informing the parents of the class involved. |