

Swimming Pool Policy

XCL Education Malaysia



Approved by:	Anthony Partington	Date: 01/06/2024
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Purpose

The purpose of this policy is to ensure the safety and well-being of all pupils, staff and visitors using the school's swimming pool. The policy aims to provide clear guidelines and procedures to prevent accidents and to respond effectively to emergencies, in accordance with the ASA (Amateur Swimming Association) guidelines for the safe supervision of swimming activities.

Scope

This policy applies to all school-related activities involving the swimming pool, including physical education classes, extracurricular swimming activities and any other events where the pool is used. It covers safety measures, supervision requirements, emergency procedures, and general conduct to ensure a safe and controlled environment.

Potential Areas of Risk

- Safety within water e.g. drowning
- Safety around poolside e.g. edge is slippery when wet
- Tiling surround
- Steps into pool
- Changing room floors are slippery when wet
- Steps for exiting the pool
- Diving blocks
- Lightning
- Fire in nearby building

Responsibility

Executive Principal / Principal

Responsible for ensuring that:

- The pool is managed, used and maintained in accordance with the levels of guidance contained within this document
- All persons allocated responsibilities as defined in this document are properly trained to exercise those responsibilities
- Normal and emergency operational procedures are written and appropriately distributed
- Where required, records are kept of all training given to staff and others and for ensuring records are kept of maintenance and water treatment
- Adequate arrangements are in place for use of pool by other users.

Swimming Teacher/Instructor

Responsible for:

- The planning, development and monitoring of the swimming programme appropriate to the students' age, ability and interest
- Ensuring that all procedures, i.e. normal and emergency procedures, are being adhered to throughout the swimming session

- Identifying specific groups for each swimming session
- Checking the numbers of Students before, during and after sessions in co-operation with the class teacher
- Entering the water and rescuing a student in difficulty, administering first aid where required
- Making themselves familiar with any emergency equipment provided.

Class Teacher

Responsible for:

- Ensuring normal and emergency procedures are enforced
- Ensuring students change sensibly
- Ensuring students waiting for their swimming lesson are under control
- Alerting the swimming teacher immediately if a student is in difficulty
- Maintaining an overview of non-swimmers
- Ensuring they themselves are appropriately dressed for pool area conditions

General Conduct

- Pupils must not enter the swimming pool area until the teacher is present poolside.
- Pupils should only enter the pool area on instruction from the teacher and must sit in the designated area for a pre-session briefing.
- Running, diving in the shallow end, pushing, horseplay, bombing and ducking are strictly prohibited in and around the pool area.
- The rules and regulations for pool use must be clearly displayed in the changing rooms and poolside.

Supervision and Safety

- The duty of care for pupils always remains with the designated class teacher, even if specialist instructors are present.
- The teacher must ensure good communication with all staff assisting with supervision and must keep emergency access gates/doors unlocked during lessons and locked afterward.
- There should usually be two adults on poolside if children are in the water. Any present adult should not enter the water if it leaves no supervising adult on the poolside, except in emergencies situations where they are the only adult present. Ideally they should raise the alarm and call for assistance from school leadership or where not possible other staff before entering the water.

Safety Qualifications and Ratios

- External staff conducting swimming sessions must have current lifeguarding qualifications and be able to perform rescues and cardio-pulmonary resuscitation.
- Alongside this there may be staff who will assist in the running of swimming lessons, who may, or may not be lifeguard trained.
- During a swimming session the teaching will be led by a qualified PE teacher/holder of a recognised swimming coaching qualification. Their responsibility will be for delivering the curriculum content, whilst ensuring the safety of their group; as such they should ensure their class management and organisation allow for this. This means consideration must be given to a range of factors including: the tasks, ability of the group, pupils' English language levels, organisation of pupils and the teacher's position poolside.

- The lead teacher may run a whole class (see ratio below) or, supervise other coaches who are delivering a range of smaller sessions within the lesson.
- Regular training is undertaken with all staff involved in swimming. This usually includes first aid recap/scenario.
- Pupil-to-teacher ratios must not exceed the following for **primary students**:

Non-swimmers and beginners (Learners with or without flotation aids that can not swim 10m comfortably)	1:6
Improving Swimmers (Learners who have mastered stroke technique and have the ability to swim 10m comfortably and safely)	1:6
Mixed ability groups (not including beginners) all should be able to swim 25m minimum	1:8
Competent swimmers (those who can swim at least 25m competently unaided and can tread water for 2 minutes)	1:15
Swimmers with SEND needs. Each situation needs to be considered independently as people with needs are not a homogenous group	1:1

- Pupil-to-teacher ratios must not exceed the following for **secondary students**:

Non-swimmers and beginners (Learners with or without flotation aids that can not swim 10m comfortably)	1:12
Improving Swimmers (Learners who have mastered stroke technique and have the ability to swim 10m comfortably and safely)	1:12
Mixed ability groups (not including beginners) all should be able to swim 25m minimum	1:20
Competent swimmers (those who can swim at least 25m competently unaided and can tread water for 2 minutes)	1:20
Swimmers with SEND needs. Each situation needs to be considered independently as people with needs are not a homogenous group	1:11

- For mixed age group, the ratio must honor that of the primary aged.
- EYFS children should be regarded as non-swimmers and the ratio must honor that for non-swimmers in the primary student table above (1:6).

Arrangements prior to Swimming Lesson/Activity

- Pupils must not go onto poolside without a teacher
- Teacher unlocks pool gate (if present)
- Teacher unlocks exterior gate (if present) to swimming pool for easy access in case of emergency
- On instruction, pupils enter and sit in designated area next to the pool.
- Pre-session safety briefing given to pupils on first lesson of the term, or first lesson in school for the child.

This will include:

- rules on a pupil being near or entering the water without the permission of the teacher in charge;
- reference to the panic alarm (if present) and what to do in the event of an emergency;

- reference to the whistle signals (1 short blast – stop, look and listen; a long continuous blast – everyone out at the nearest edge, sit down away from the poolside)
- emergency procedures in the event of fire/lightning alarms being activated.

Supervision and pupil conduct

- The teacher should be able to see all pupil throughout the swim sessions
- The teacher should not enter the water if this leaves no supervising adult on the poolside except in the case of an emergency situation.
- Teachers and Coaches must be vigilant at all times. Conversation, use of devices, carrying out other work that may distract them from this primary duty are prohibited and could be considered a breach of the Code of Conduct.
- In addition, pupils must be made aware that the following are forbidden in the swimming pool and surrounding poolside area:
 - No running
 - No diving in the shallow end of the pool
 - No pushing
 - No horseplay
 - No bombing
 - No ducking

The Rules & Regulations for use of the Swimming Pool must be clearly displayed in the changing rooms and poolside in the swimming pool area.

Emergency Procedures

- In case of emergency, the teacher will clear the pool with a long whistle blast and provide immediate first aid to the casualty.
- Emergency services must be contacted and the following information should be provided: details of the incident, severity and casualty information.
- The school nurse will offer first aid, coordinate ambulance arrival and alert senior staff.
- Parents/guardians will be contacted by senior staff if an ambulance is required and a staff member will accompany the pupil to the hospital.

Emergency Procedure:

- In any emergency, immediately alert lifeguards and pool staff. Ensure all students and staff safely evacuate the pool and surrounding area if necessary. Designate a staff member to call school leadership and provide specific details about the emergency.
- Drowning or Near-Drowning: Lifeguards or trained personnel should perform a rescue and bring the victim to the poolside. Begin CPR if the victim is not breathing and use an AED if available and trained to do so. Continue care until emergency medical services arrive.
- Spinal Injury: Do not move the victim unless absolutely necessary. Stabilize the head and neck to prevent further injury. Lifeguards or trained personnel should use a backboard to safely remove the victim from the pool. Seek immediate medical assistance.
- Chemical Spill or Contamination: Clear the pool area immediately. Follow the school's hazardous materials protocol to contain and clean up the spill. Ensure proper ventilation in the area to disperse fumes and seek medical attention if anyone is exposed to harmful chemicals.
- Electrical Hazards: Turn off the power source if it is safe to do so. Evacuate the pool area immediately and treat any injuries caused by electrical shock, seeking medical help as needed.

- Fire: Sound the fire alarm and evacuate the pool area. Use fire extinguishers if the fire is small and it is safe to do so. Call BOMBA and provide detailed information about the fire.
- Severe Weather: Continuously monitor weather conditions. Evacuate the pool area and move to a designated safe location in the school. Suspend all pool activities until the weather threat has passed.
- Missing Person: Conduct an immediate and thorough search of the pool and surrounding areas. Notify school administration and local authorities if the person is not found promptly. Keep all students and staff informed and follow lockdown procedures if necessary.
- Medical Emergencies (e.g., Heart Attack, Seizure): Provide first aid and CPR if needed. Call 112/999 and provide details about the medical emergency. Keep the victim comfortable and stay with them until help arrives.
- Equipment Malfunction: Immediately cease use of any malfunctioning equipment. Report the issue to maintenance staff and document the malfunction. Conduct a thorough inspection and repair before resuming use.
- Behavioural Incidents: Address disruptive behaviour immediately to maintain a safe environment. Remove any individuals posing a threat to safety and document and report the incident to school administration.

Additional Safety Measures

Ensure all staff are trained in emergency procedures and first aid. Conduct regular emergency drills to prepare staff and students. Maintain clear and accessible communication channels for reporting emergencies. Ensure first aid kits and emergency equipment are easily accessible and well-stocked.

These procedures should be reviewed regularly and updated as needed to ensure the safety of all pool users.

Incident Reporting

- All incidents and near-misses must be reported using the Accident & Incident Record Form within 24 hours. See Appendix 1
- Serious incidents require statements from witnesses and follow-up actions to address any identified health and safety issues within 72 hours.
- The Executive Principal/Principal should immediately inform the XCL MY Leadership Team according to the scheme of delegation by phone or video call and provide immediate written reports within 24 hours and detailed reports within 72 hours.
- If applicable, please refer to the Emergency Response Procedure and follow the guidance.

Safety Equipment and Maintenance

Emergency Equipment:

All pools should have adequate provision of equipment to deal with emergency situations. Equipment must be checked monthly to ensure it is in good condition and ready for use.

- First-aid kit
- Reaching and throwing aids, pool dividers
- Blanket/space blanket
- Whistle

Emergency Equipment: The mandatory safety equipment around the pool are:

- Lifeguard chair
- Lifesaving swimming pool rescue tube
- Horseshoe lifebuoy
- Lifebuoy rings
- Live saving hook
- Reach pole
- Access to telephone / radio giving direct contact with SLT/School Clinic without leaving immediate vicinity of the pool.

Equipment must be checked monthly to ensure it is in good condition and ready for use.

Storage of Equipment:

- All emergency equipment should be stored on poolside in order to effect quick and easy access when required
- Equipment should never be stored in areas which compromise free and easy access and egress around the pool side and adjacent areas

Weather Conditions

- Staff and Students must be aware of the school's Lightning Policy and know what to do if the Lightning Alarm is activated during pool use.

By adhering to this policy and procedures, the school aims to maintain a safe and enjoyable swimming environment for all users. Regular reviews and updates will ensure the policy remains effective and compliant with best practices.

Supporting Documents

- Health and Safety Management Procedure
- Critical Incident Policy
- Emergency Response Procedure
- First Aid Services Procedure
- Hazard Identification, Risk Assessment and Control Procedure

Appendix 1

Major Accident/Incident Report

This form must be completed by a staff member who dealt with event at the earliest opportunity.

PART A – ABOUT YOU

Your full name	Department.....
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PART B – ABOUT THE ACCIDENT/INCIDENT

Date of event.....	Time of event
Did the incident occur at setting Yes/No	
If Yes, in which location did the event occur	
If No, where did it occur. Please include address and a detailed description of the location. 	

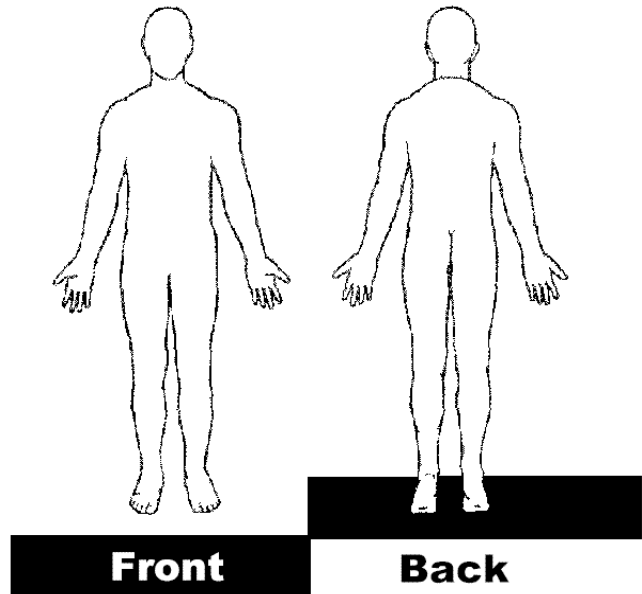
PART C – ABOUT THE PERSON AFFECTED

	Class
Name of person Male/Female
Is the person:	
<input type="checkbox"/> An employee	<input type="checkbox"/> A member of public
<input type="checkbox"/> A student	<input type="checkbox"/> Other
<input type="checkbox"/>	
Was the person injured? Yes/No Was additional medical help required? Yes/No	
If Yes, please state which hospital/clinic.....	
<input type="checkbox"/> Immediately?	<input type="checkbox"/> At a later date? When?
Seen by a doctor Yes/No	
If Yes please state which doctor	
<input type="checkbox"/> Immediately?	At <input type="checkbox"/> later date? When?

PART D – ABOUT THE INJURY

Description of the injury should be detailed. Include left/right, front/back, location, size; whether it is a graze, a bump or a cut, bruise etc. Take into account other factors such as pallor of skin, breathlessness, pulse, blurred vision, slurred speech, clammy skin, and temperature (hot/cold)

What part of the body was injured (see picture, clearly mark with an X)



IF THE INJURED PERSON GOES TO HOSPITAL FROM SETTING THE FOLLOWING INFORMATION MUST ACCOMPANY THEM: NAME, DOB, DR.'S NAME, MEDICAL INFO, AND PARENT/NEXT OF KIN CONTACT NUMBERS.



PART E – ABOUT THE ACCIDENT/INCIDENT

Describe what happened – Give as much detail as you can for example, the circumstances that led up to the event; the part played by any other people, any substance or equipment/machinery involved. Please attach another sheet if necessary.

Please circle one:

I did see the accident happen

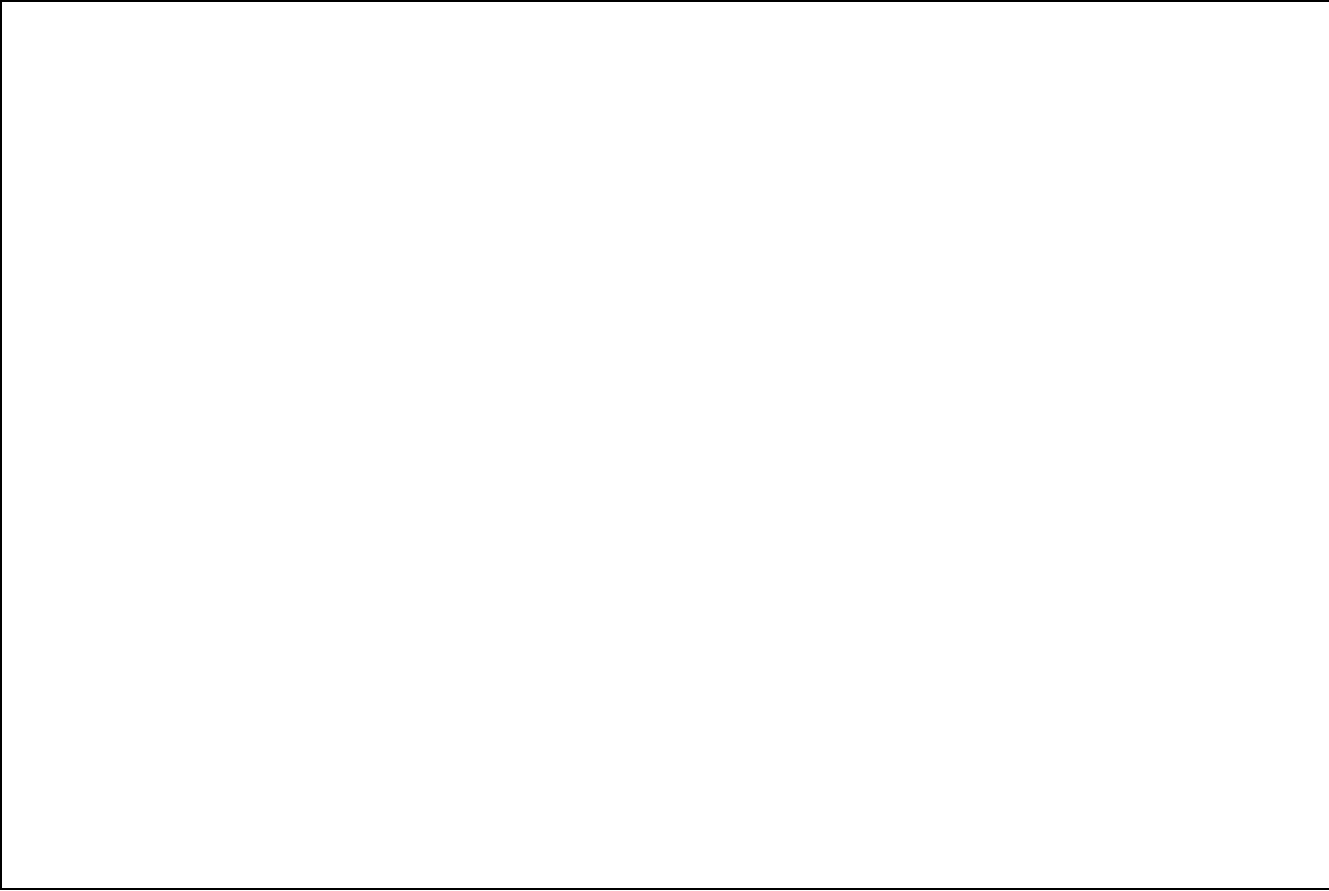
I did not see the accident happen

Please state names of any other witnesses

.....
.....

PART F – ABOUT THE TREATMENT GIVEN (If applicable)

[Empty box for treatment details]



PART G – OUTCOME & FOLLOW UP

To be complete by the lead person completing any follow up investigation.

Please include any recommendations, changes to risk assessments, modifications of environment or equipment etc.

completing this section.....

Name of person

Date

PART H – SIGNATURES

Person reporting	
Principal	