**Latchmere School Swimming Helper Guidance**

The following guidance on swimming has been taken from the Swim England Wavepower.

**Before Volunteering**

* Ensure you have an enhanced DBS checked by the school.

**On Arrival**

* Sign in and out at the visitor book at the office.
* You will be given a visitor’s badge / lanyard to wear whilst on site. Please return this when you leave.
* Go to the pool and put on blue shoe covers to go through to the changing room and pool side.
* Introduce yourself to the swimming teacher and read the laminated sheet to ensure you are aware of your responsibilities and emergency procedures.

**Collecting Children from Class**

* When taking children to and from the pool, ensure that they walk sensibly and quietly. This can be encouraged by drawing the children’s attention to other children displaying positive behaviour e.g Josh is walking sensibly, well done Josh.
* Avoid using the Year 2 corridor and walk across the playground instead.
* Encourage children to use the toilet before their lesson.

**Changing Rooms**

* Changing will take place in the school changing rooms, with boys and girls changing separately.
* Children are expected to dry themselves after swimming lessons.
* Children will be required to change by themselves unless they are unable to. The class teacher or swimming teacher will inform you of any children who require additional support to change.
* For older children, (aged 8+) you should remain outside of the changing room with the door kept ajar. For younger children (aged 8 and below), you can remain in the changing room with the door open.
* Monitor behaviour and support with changing (when arranged in advance, or at a child’s request if they unexpectedly require help e.g with a stiff button).
* Where possible, same gender adults should help with changing; however, if this is not possible then 2 adults should help.
* When helping a child, the changing room door must be kept ajar for the safeguarding of all. Inform another helper that you are going to support a child getting changed. Help the child as quickly as you can and exit the changing room as soon as possible.
* If a child requires a lot of support, 2 adults must be present with the door ajar.
* In exceptional circumstance, a teaching assistant may have been arranged in advance.
* Jewellery is not to be worn to school on swimming days, therefore you should not need to remove jewellery (stud earrings are allowed if fully covered).
* No borrowing of swimwear is allowed.
* Children are expected to rinse under the shower before and after swimming for hygiene purposes (in swimwear).
* You must not apply cream or give medication to children. Please let the teacher know if you have been asked.
* Encourage children to have a go at changing themselves if they ask for help. This will support independence.

**During the lesson**

* Volunteer helpers should avoid talking to pupils whilst they are in the water unless there is a safeguarding risk.
* Shout loudly to alert the swimming teacher if a pupil is at risk of drowning.
* In an emergency, the phone is situated in the main pool area by the table. Call the office as instructed by the swimming teacher and ask for a first aider and Head / Deputy Head.
* In an emergency, watch the pool until all pupils have left the water (as instructed by the swimming teacher), then supervise the pupils until assistance arrives.
* Report any behavioural issues to the swimming teacher, who will deal with any incidents in line with the school’s behaviour policy.
* If you find any issues with general house-keeping, please inform the office.
* Please ensure the changing rooms are clean for the next swimming group (mopping floors, toilet, showers).

**Behaviour**

Positive behaviour is expected in the pool area and children will be managed in line with the school behaviour policy. Children should be getting changed quickly and quietly, being polite to adults and not disrupting the next class. If you have any concerns, please speak to the swimming teacher or class teacher. For confidentiality reasons, parents should not discuss the behaviour of children with other parents.

**Keeping yourself safe**

Please remember, for personal safety never to put yourself in a situation where you are alone with a pupil in the changing room with the door shut. Keep yourself and others safe at all times.

The use of cameras is not allowed in the swimming pool area.

Mobile phones must only be used in an emergency.

**Class teacher guidance**

Class teachers will remind children of the following expectations prior to swimming. If the class would benefit from a reminder, please let the class teacher know.

* + Behaviours expectations -Walking to and from the class to change, in the changing rooms and in the pool/poolside
  + Changing – including showering
  + What to wear on swimming days – socks not tights etc
  + Expectations on swimming costumes, swimming hats, jewellery etc.

**Safeguarding**

Safeguarding is everyone’s responsibility. If you notice anything that you are concerned about, please ask the office for a cause for concern form and log your concern before leaving the school site. Alternatively, you can ask to speak to one of the safeguarding leads or for them to phone you.