



# **Swim Scheme Agreement**

**April 2024**

**PLEASE NOTE THE POOL WILL NOT BE OPEN TO FAMILY USE UNTIL THURSDAY 13<sup>th</sup> JUNE**

**The pool will be open:**

<b>Term Time:</b>	Thursday and Friday	4.00 – 6.00pm
	Saturday	11.00am – 2.00pm 3.00pm – 6.00pm

**Please note the pool will be closed on Sundays for maintenance during term time.**

**Summer Holiday:** Monday/Tuesday/Thursday/Friday/Saturday/Sunday

11.00am – 2.00pm  
3.00pm – 6.00pm

**Please note the pool will be closed on Wednesdays during the summer holiday for maintenance.**

Failure to comply with the following guidelines and rules will result in the immediate and permanent removal from the swim scheme. No refund will be offered.
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**Swimming rota**

- The swimming rota will be accessed using the free online and mobile scheduling app “Picktime”.
- Instructions of how to use Picktime will be emailed to each member prior to the first swim session.
- Sessions have been divided into one hour long periods. In Picktime, please sign up for times when you know you will be using the pool. We do not recommend signing up for all sessions of the summer at the start of the scheme as plans can change – a few days to a week ahead would be fine. We would ask that you only book one session each day please.
- For a swim session to take place, **3** adults must be present of which at least **2** must have attended the resuscitation (first aid) training.
- The way Picktime works is that each member indicates the swim session(s) they plan to attend. Other members can then see if the minimum number of adults are going to be present to allow the session to go ahead.
- Picktime has a notification setting which tells you when someone has signed up for a particular session so you can keep track of which sessions will have enough adults to go ahead.

**On arrival at the pool**

- At the start of a session the first person to arrive at the pool must sign up to take responsibility for the session and keep count of the number of people using the pool by keeping track using the whiteboard. This is so people arriving will know if the pool is full. When the supervisor’s hour is up (or they leave the pool area), please make sure another supervisor has signed up. The capacity of the pool is 20 people.
- The keys to the pool area are housed in a secure box above the pool entrance that requires a coded access. The code to the box is provided to members of the swimming scheme on the strict understanding that this is not divulged to anyone who is not a member of the scheme.
- The first and last person in the pool area is responsible for unlocking and locking the door.
- Do not enter the pool area if anyone in your party is unwell.

This scheme is only possible due to the generosity and goodwill of volunteers, any threatening or abusive behaviour towards them will not be tolerated.

The Insurance covers accidents in the pool as long as the following rules are strictly adhered to:

1. The control for heat exchange and pump are pre-set by the engineer and should not be touched.
2. No person shall enter or remain in the pool unless under the strict supervision of **two adults who have attended a resuscitation course and an additional adult present at all times.**

3. The maximum number of persons in the pool (including children) shall not exceed 20.
4. All rubbish must be taken home.
5. All swimmers shall wear a swimming cap and appropriate swimming costume.
6. No food may be brought into the pool area.
7. No alcohol in school premises.
8. No smoking on school premises.
9. No picnics on the school grounds.
10. The pool cover is carefully wound off the pool by the pool carer at the start of the day and should be left off for the rest of the day. It will be covered at the end of the day by a trained pool carer. No member of the swim scheme needs to touch the cover.
11. No person shall run around the pool or jump or dive into the pool and only two balls to be played with in the pool at any one time. People using balls should make sure they are not disrupting anyone else from swimming. Swimming aids are acceptable but no inflatables such as tyres, dinghies or lilos. School equipment (noodles, floats etc) must not be used.
12. All persons using the pool must park cars at the school entrance and walk down the footpath to the Dolphin Close gate. Please do not park in Dolphin Close. Bikes may be taken on to the field and left against the swimming pool fence but please no cycling around the field.
13. Children are not to play on the field or around the school when not swimming.
14. The pool area must be left clean, tidy and promptly at the end of a session.
15. No children must enter the pump room. Adults only enter the pump room to use the telephone in an emergency. The key is kept high up on the door frame.
16. Do not enter the pool area if anyone in your party is unwell.
17. A first aid box is to be found in the pump room for use in an emergency. If you use any of the items, please leave a note on the whiteboard of what has been used so it can be replaced.

### **In Case of Emergency**

Telephone in the pump room can be used. You need to dial 9999 (4 x 9) to talk to the emergency operator.

**This is a community swim scheme and as such please bring visiting family members to the pool during the summer to enjoy the facilities, ensuring that the visitors adhere to the rules stated in this policy.**

For a number of years, the pool has been a source of great pleasure to many families. This success has been based on everyone taking their fair share of responsibility and being reasonable when pressures are on the pool.

Please remember that parents must be responsible for their children's behaviour at all times.

Please respect our neighbours as without their goodwill we would not be able to run this scheme.

### **IMPORTANT**

**For health and safety reasons, routine daily treatments to the pool are carried out between morning and afternoon sessions. Due to the nature of the products used, no one should swim before 3pm in a given afternoon session or until after the time written on the whiteboard at poolside.**

**LINTON HEIGHTS JUNIOR SCHOOL**  
**SWIMMING SCHEME AGREEMENT**  
**Summer 2024**

The Governing Body is delighted to be able to offer you the use of the school's swimming pool over the summer months as we know what enjoyment families get from being able to use a pool together so close to home. We are very grateful for the attention that families take in the careful use of the pool and its facilities.

The Governing Body asks all parents and carers who participate in the family swimming scheme to sign an agreement to ensure that there is a clear understanding of responsibilities with regards to the use of the pool. We would be very grateful if you could sign and return this form to the school office by **Friday 24<sup>th</sup> May 2024**.

I have read and understood the following rules for the use of the swimming pool during the swim scheme:

- Access to the pool is via the gate in Dolphin Close only and parking is at school car park not Dolphin Close.
- Adults (a person aged 18 years or over) accompany children to the pool at all times.
- An accompanying adult is someone who has attended the resuscitation course organised by Linton Heights Junior School and/or is registered with the swim scheme by signing this document. Adults who have not attended the resuscitation course may be an additional adult if 2 other adults are present during a session who have attended the resuscitation course.
- Safety is the responsibility of the accompanying adult at all times.
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- Threatening and/or abusive behaviour will not be tolerated.
- Possessions brought to the pool are the responsibility of the accompanying adult at all times.
- Accompanying adults and the children in their care are using the pool at their own risk.
- In the event of a serious injury, the school will be notified via the school email ([office@lintonheightsjunior.org](mailto:office@lintonheightsjunior.org)) as this will need to be reported to the HSE under RIDDOR.
- In the event of a contamination of blood, vomit or faeces, a pool carer will be notified immediately. Numbers are available on the back of the pump room door.
- The Governing Body and Headteacher of Linton Heights Junior School accept no responsibility for accidents, injury or loss of property when adults are accompanying children to the pool at the end of the school day or over the summer holiday.
- The Governing Body and Headteacher of Linton Heights Junior School reserve the right to remove anyone from the scheme if the rules are not being adhered to.
- The Governing Body of Linton Heights Junior School reserve the right to request compensation for any damage caused by negligent behaviour.
- I have read and understood the Linton Heights Junior School Pool Safety Operating Procedure and risk assessment provided to me by the school
- I agree to pay a registration fee of £40 per household prior to commencing the Swim Scheme

**YOU MUST COMPLETE THE ONLINE FORM TO REGISTER AND TO ACCEPT THE TERMS OF THIS AGREEMENT:** <https://forms.microsoft.com/e/DQKtzYnW6>

We thank you for your continued safe and secure use of the pool.  
The Governing Body at Linton Heights Junior School April 2024