



## *Barracuda Swimming*

**Head Coach: Gordon Lye**  
**Contact Number: 07768 918135**

### **Operation & Policy Document (inc Health & Safety)**

#### **Code of Conduct for Swimming Teachers & Coaches**

##### **1. Qualifications**

All Swimming Teachers working at a *Barracuda Swimming* class must have completed the minimum following qualifications (this assumes Head Coach Gordon Lye is present or he has arranged a qualified substitute):

- a. The Institute of Swimming (IOS) Level 1 Swimming Assistant (Teaching)
- b. You must complete an enhanced DBS Criminal Record Bureau check through *Barracuda Swimming*
- c. You must be a member of the IOS.

If you will be Teaching at a pool alone, you must have the following additional qualification:

- d. National Pool Lifeguard Qualification (if no lifeguard is present) or the National Rescue Award for Swimming Teachers and Coaches.
- e. The Institute of Swimming (IOS) Level 2 Teaching Swimming.

All Swimming Teaching Assistants working at a *Barracuda Swimming* class must have the following qualifications (this assumes Head Coach Gordon Lye is present or he has arranged a qualified substitute):

- a. The Institute of Swimming (IOS) Level 1 Swimming Assistant (Teaching)

All Swimming Coaches working at a *Barracuda Swimming* class must have the following qualifications:

- a. National Pool Lifeguard Qualification (if no lifeguard is present) or the National Rescue Award for Swimming Teachers and Coaches.
- b. The Institute of Swimming (IOS) Level 1 Swimming Assistant (Teaching)
- c. The Institute of Swimming (IOS) Level 2 Teaching Swimming

All in-pool assistants will be at least 13 years-old and have a Child Employment Permit from the local council. They will work under the guidance of a Level 2 Teacher and will complete a DBS check and pass The Institute of Swimming (IOS) Level 1 Swimming Assistant (Teaching) course as soon as they reach 16 years old.

## Health & Safety

### 2. Health and Safety Policy

*Barracuda Swimming* has a legal and moral obligation to ensure that teachers and swimmers are in a enjoyable and safe environment and are provided with the highest possible standards of health and safety.

#### Responsibility

Overall and day to day Health and Safety responsibility: Head Coach, Gordon Lye.  
Responsible for translating general Health and Safety regulations into swimming specific regulations for *Barracuda Swimming* and ensuring that standards are maintained and improved.

Please see Annex A for update to Health & Safety based on Covid-19 Pandemic for September 2020.

*Barracuda Swimming* is committed to the following:

- a. The Health and Safety of all swimmers, teachers and coaches.
- b. The rights of teachers and coaches to work in an environment that complies with the health and safety guidance set out by the HSE.
- c. To provide and maintain safe equipment.
- d. So far as is reasonably possible, to ensure that health and safety guidelines are met and adhered to.
- e. To provide information, instruction and supervision as appropriate.
- f. To carry out a risk assessment on all venues used and reassess on a regular basis.
- g. To provide Normal Operating Procedures.
- h. To provide Emergency Action Plans to minimise the risk involved in the event of such a situation.
- i. To ensure that a First Aid kit is available.

All Swimming Teachers, Assistants or Coaches working at a *Barracuda Swimming* class must be aware of the following Health & Safety issues:

- a. Be aware of pool's procedures and information relevant to that pool.
- b. Check all notices and signs for any relevant information before commencement of lesson.
- c. Where applicable ensure that all swimmers (and parent/carer where they are present) are aware of a. and b. above.
- d. Do not allow any swimmers to swim when they are ill (other than a slight cold), this includes severe colds, sickness, diarrhoea and earache.
- e. In case of pool contamination with vomit or faeces, the pool should be evacuated immediately, inform the Head Coach and contact the pool manager to drain and clean pool.
- f. All shoes should be removed or covered when entering the poolside area.
- g. All swimmers should be asked to shower before entering the pool.
- h. The floor around the pool should stay as dry as possible to prevent slipping, if necessary, mop floor between lessons.
- i. All equipment should be kept away from the pool edge and walkways when not in use.
- j. Swimmers should be told not to run near the pool.

- k. Access to the pool by swimmers or parents/carers is only allowed under supervision of the Teacher or Coach.
- l. Parents/Carers are responsible for the supervision of their child in the changing areas, outside of the pool area and when not actually participating in a class (e.g. when a sibling is watching).
- m. The Teacher or Coach must be the last person to leave the poolside and should check pool and changing rooms before leaving the premises.
- n. Jumping in the pool should only be done under the supervision of the Teacher or Coach.
- o. Queries or concerns regarding health and safety should be directed to the Head Coach.
- p. For swimmers with specific health issue(s) the parent must inform Barracuda Swimming of any necessary actions needed in the event of an episode, to ensure the safety of their child. It will be deemed unrealistic to expect in-depth medical knowledge and/or treatment in the pool environment by the swimming Teacher or Coach. If the child is especially susceptible to an episode then the parent must be present at poolside at all times. *Barracuda Swimming* cannot accept liability for any injury that falls outside of our normal Health and Safety, Operating Procedures and our Emergency Action Plan. A letter to confirm any condition that is known to the parent/child must be received by *Barracuda Swimming* to enable our insurers to make a decision regarding adequate insurance cover before swimming lessons can start.

### 3. Environmental Conditions

- a. The water temperature should be at least 28 degrees Celsius.
- b. The Swimming Teacher or Coach should be aware of the clarity of the pool water, if he/she is unhappy about the clarity or chemical levels at any time during the lesson, the class should be stopped and swimmers asked to leave the pool and if possible shower. The Head Coach and Pool Manager should be informed.

### 4. Class Sizes

- a. Widths Classes are usually run at a maximum ratio of 6:1 swimmers to teacher, the Head Coach can occasionally increase this ratio where he considers the swimmers in that group to be of a more than average capability and/or where one or more swimmers are about to move up to lengths classes. There will usually be a teacher or teaching assistant in the water with the width groups.
- b. Lengths classes are usually run at a maximum ratio of 10:1 swimmers to teacher, the Head Coach can occasionally increase this ratio for a short period where he considers the swimmers in that group to be of a more than average capability and will be not be disadvantaged by a temporary slight increase in numbers or where a competition is being run and not all swimmers will be in the water at once. The teacher or coach will teach from the poolside, there may be occasions where an experienced swimmer, teacher or coach will enter the pool for demonstrations.

## 5. Pool entry/exit

- a. Swimmers in widths classes should always enter by the steps using the handrail, unless instructed to use a different method (e.g. jumping in or climbing out without use of steps) by the teacher or coach.

## 6. Teaching Standards

- a. All classes should receive their full time paid for (usually 30 minutes or 1 hour).
- b. Teachers, teaching assistants or coaches should be friendly, but at all times professional.
- c. All teachers, teaching assistants or coaches should where suitable tops both in and out of the water.
- d. All teachers, teaching assistants or coaches' qualifications should be up to date.
- e. All teachers, teaching assistants or coaches should be aware of current legislation and regulations that are relevant to teaching swimming and comply as appropriate.

## 7. Complaints

*Barracuda Swimming* would like all our swimmers, parents and carers to be absolutely satisfied with the standard of teaching and coaching and to be happy that we provide an efficient and friendly service. In the event of a complaint you should adhere to the following complaints procedure:

- a. If a Swimmer/Parent/Carer verbally complains, listen carefully and note down what has been said and by whom.
- b. Be polite and sympathetic and take the complaint seriously, however do not agree with the complaint at this stage as it will need to be investigated.
- c. If it is a simple matter regarding the current lesson and can be easily resolved, a note of the issue should still be recorded.
- d. Complaints that cannot be easily resolved should be reported to the head Coach within 48 hours.

## 2. Staff Disciplinary and Grievances

All *Barracuda Swimming* staff are self-employed and are expected to fulfil the requirements of their Contract for Services. Any teacher that consistently fails to attend their contracted sessions or where *Barracuda Swimming* is concerned about their work, conduct or absence, will receive a verbal warning from the Head Coach. If the Head Coach is still concerned that the member of staff is not meeting the high standards required, he will issue a written warning and following thatm if standards are not improved, the Contact for Services will be terminated and the member of staff will be asked not to attend the pool again. In this circumstance the notice period of 4 weeks for cancellation of the Contract for Services will not be required as the wellbeing of the swimmers is paramount, and *Barracuda Swimming* will not run services that do not meet standards.

Any member of the *Barracuda Swimming* team that wishes to report a problem with the conduct of another member of staff may do so to the Head Coach without recrimination.

Staff that have grievances about their work with *Barracuda Swimming* should, if they wish, verbally inform the Head Coach of the problem. This should be followed

by an explanation of their grievance in writing and the Head Coach will arrange a meeting so that it can be discussed. *Barracuda Swimming* will make every attempt to resolve any issues, but where the staff member wishes to leave they will not be asked to give the notice period of 4 weeks for cancellation of the Contract for Services. If *Barracuda Swimming* have been happy with the Staff member's performance and they acknowledge the grievance is valid, this would not adversely affect any future reference requests.

### **Code of Conduct for Parents/Carers**

#### 8. Parents/Carers should follow the following codes of conduct:

- a. Children should wear suitable clothing for swimming.
- b. Follow instructions given by staff and read information on notices and safety signs.
- c. Do not wear outside shoes or bring buggies or prams onto poolside.
- d. Behave in a polite and courteous manner and respect the safety and enjoyment of other pool users.
- e. Do not leave children at the pool without the express permission of the teacher or coach in charge of that session.
- f. Ensure that *Barracuda Swimming* is kept informed of current contact numbers and any health issues regarding your child.

#### 9. Parents/Carers should not allow their child to swim if:

- a. If their child is feeling unwell.
- b. If their child is suffering from or has recently suffered from diarrhoea or a gastro intestinal infection.
- c. If their child is suffering from chicken pox, or other contagious illness.

#### 10. Feedback

- If a Parent/Carer is unhappy about any aspect of their child's swimming tuition, they should talk to their teacher directly or contact the Head Coach as soon as possible so that the matter can be dealt with quickly and hopefully to the satisfaction of all parties.
- If a Parent/Carer has received exceptionally good service or tuition, please let the Head Coach know, *Barracuda Swimming* is always looking to improve its service and positive feedback will help to maintain our high standards.

### **Child Protection Policy.**

Introduction:

Everyone who participates in *Barracuda Swimming* is entitled to do so in an enjoyable and safe environment. *Barracuda Swimming* has a moral and legal obligation to ensure that when given responsibility for a child or young person, teachers provide them with the highest possible standard of care.

*Barracuda Swimming* is committed to devising and implementing policies so that all teachers accept their responsibilities to safeguard children and young persons from harm and abuse. This means to follow procedures to protect children and young

persons and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children/young persons with appropriate safety and protection, allowing teachers and volunteers to make informed and confident responses to specific child protection issues and to maintain professionalism and standards of practise that are associated with members of the Amateur Swimming Association (ASA) and the Institute of Swimming (IOS).

**A child/young person is defined as a person under the age of 18 (Children's Act 1989).**

Policy Statement:

*Barracuda Swimming* is committed to the following:

- a. The welfare of the child/young person is paramount.
- b. All children, whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity have the right to protection from abuse.
- c. Taking all reasonable steps to protect children/young persons from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- d. All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- e. All *Barracuda Swimming* employees or self-employed teachers/coaches who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.
- f. Working in partnership with parents and children is essential for the protection of children.

## 11. Good Practice

Introduction:

It is not the responsibility of employees or self-employed teachers/coaches of *Barracuda Swimming* to make judgements about whether or not abuse is taking place. However it is their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child.

All personnel should adhere to the following principles of Good Practice:

- a. Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- b. Promote fairness and equal opportunity.
- c. Treat all children/young persons equally and with respect and dignity.
- d. Always put the welfare of the child/young person first.
- e. Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the parent. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child does not object in any way.
- f. Be an excellent role model, this includes not smoking or drinking alcohol in the company of children/young persons.
- g. Always give enthusiastic and constructive feedback rather than negative criticism.
- h. Recognise the developmental needs and capacity of the child/young person and do not risk sacrificing welfare in a desire to push them further than they are ready to go, or push them against their will.

- i. Keep a written record of any injury that occurs, along with details of any treatment given.

## 12. Poor Practice.

All personnel should avoid the following:

- a. Unnecessarily spending excessive amounts of time alone with children away from others.
- b. Taking children alone in a car on journeys, however short.
- c. Taking children to your home where they will be alone with you.
- d. Engaging in rough, physical or sexually provocative games, including horseplay.
- e. Allow or engage in inappropriate touching of any form.
- f. Allowing young people to use inappropriate language unchallenged.
- g. Making sexually suggestive comments to a young person, even in fun.
- h. Reducing a child to tears as a form of control.
- i. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- j. Do things of a personal nature that the child can do for themselves.
- k. Where cases arise where it is impractical or impossible to avoid certain situations e.g. transporting a child in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the child involved.
- l. If during your care you accidentally hurt a baby/child, report the incident as soon as possible to the Head Coach and make a written note of it. Parents/carers should also sign the relevant accident form.

## 13. Defining Child Abuse

- a. Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.
- b. There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect.**
- c. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the child.
- d. Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

## 14. Types of Abuse

- a. **Physical Abuse:** where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child they are looking after. This is called Munchausen's syndrome by proxy. Physical abuse may also occur when the nature and intensity of a swimming activity disregards the capacity of the child's immature and growing body. Attempted suffocation and or drowning would also come under this category.
- b. **Emotional Abuse:** the persistent lack of love and affection where a child may be constantly shouted at threatened or taunted which may make the child very nervous, frightened or withdrawn. Emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless,



worthless, unloved or inadequate. It may feature expectations of children that are not appropriate to their age or development. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse. Emotional abuse may occur when a child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- c. **Bullying** may come from another child or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments). Bullying may also arise if a particular child is consistently singled out from the group.
- d. **Neglect** occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, constantly leaving a child alone or unsupervised or failing to ensure access to appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect. Neglect could occur when a swimming teacher does not keep the child safe, or exposes them to undue cold/heat or unnecessary risk of injury.
- e. **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

## 15. Indicators of Abuse

Swimming teachers or coaches working with *Barracuda Swimming* should be aware of the following possible indications of child abuse:

- a. Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- b. An injury for which an explanation seems inconsistent.
- c. The child describes what appears to be an abusive act involving them, or another child or adult expresses concern about the welfare of a child.
- d. Unexplained changes in a child's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- e. Inappropriate sexual awareness.
- f. Engaging in sexually explicit behaviour.
- g. Distrust of adult's, particularly those whom a close relationship would normally be expected.
- h. Difficulty in making friends.
- i. Being prevented from socialising with others.
- j. Displaying variations in eating patterns including over eating or loss of appetite.
- k. Losing weight for no apparent reason.
- l. Becoming increasingly dirty or unkempt.
- m. Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, tearful, emotionally up and down, an unusual reluctance to participate in activities.
- n. Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising or damaged clothes.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.



## 16. Use of Photographic/Filming Equipment

- a. There is evidence that some people have used swimming lessons as an opportunity to take inappropriate photographs or film footage of children. All *Barracuda Swimming* teachers should be vigilant regarding this matter.
- b. While it is unacceptable for strangers to use photographic equipment at a pool, *Barracuda Swimming* welcomes parents photographing or filming their own children in the water, however this should only be done without objection from other parents.
- c. *Barracuda Swimming* will occasionally use film to assist with analysis of stroke technique; this should only ever be done with the full consent of the parents/carers of the children present at that time.

## 17. Responding to Suspicions and Allegations

- a. In the instance of BOTH allegations/suspicions of abuse occurring within *Barracuda Swimming* classes and allegations/suspicions of abuse taking place elsewhere; it is the responsibility of anyone working for *Barracuda Swimming* in a paid or unpaid capacity to act on any concerns. This will involve contacting the appropriate authorities so that they can then make inquiries and take the appropriate action.
- b. We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 16 of this document, it may be reported to us by someone else or directly by the child affected.
- c. In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that they are being abused, you should:
  - **Stay calm** so as not to frighten the child.
  - **Reassure** the child that they are not to blame and that it was right to tell.
  - **Listen** to the child, showing that you are taking them seriously.
  - **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
  - **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
  - **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
  - **Record** all information.
  - **Report** the incident to head office who will then contact the appropriate agencies for advice on how to act.

**In all cases if you are not sure what to do you can gain help from the NSPCC child protection helpline (24 hour service) Tel No: 0808 800 5000**

## 18. Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- a. The child's name, age and date of birth.
- b. The child's home address and telephone number.

- c. Whether or not the person making the report is expressing their concern or someone else's.
- d. The nature of the allegation, including dates, times and any other relevant information.
- e. A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- f. Details of witnesses to the incidents.
- g. The child's account, if it can be given, of what has happened and how any bruising or injuries occurred.
- h. Have the parents been contacted? If so what has been said?
- i. Has anyone else been consulted? If so record details.
- j. Has anyone been alleged to be the abuser? Record detail.

## 19. Reporting the Concern

- a. All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.
- b. *Barracuda Swimming* expects teachers to discuss any concerns they may have about the welfare of a child immediately with the Head Coach and subsequently to check that appropriate action has been taken.
- c. It is then the responsibility of the Head Coach to seek advice from the NSPCC helpline, the duty officer at your local social services department or in an emergency, the police.
- d. The involvement of social services should be a last resort and only if there is substantial evidence that some form of abuse has occurred.
- e. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social service member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.
- f. Where there is a complaint against an employee, self-employed teacher/coach or volunteer, there may be three types of investigation.
  - **Criminal** in which case the police are immediately involved.
  - **Child protection** in which case the social services (and possibly) the police will be involved.
  - **Disciplinary or misconduct** in which case *Barracuda Swimming* will investigate.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.**

Any suspicion that a child has been abused by an employee, self-employed teacher/coach or a volunteer should be reported to the Head Coach who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- The Head Coach will seek advice from relevant agencies (See appendix) on what action should be taken.
- Following advice being taken, the parent/carer of the child will be contacted as soon as possible if this is appropriate.
- If the Head Coach is the subject of the suspicion/allegation the NSPCC should be contacted for advice.
- If necessary the local social services department should be informed and they may then involve the police.

Allegations of abuse are sometimes made some time after the event. Where such an allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from

working with children.

## 20. Concerns outside the immediate environment (e.g. a parent or carer)

- a. Report your concerns to the Head Coach.
- b. The Head Coach should take advice from relevant agencies and then contact the local, social services department or the police immediately.

## 21. Confidentiality.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- a. *Barracuda Swimming* Head Coach.
- b. The parents of the child.
- c. The person making the allegation.
- d. Social Services/police, seek advice on who should approach the alleged abuser.
- e. The alleged abuser (and parents if the alleged abuser is a child).

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

## 22. Procedure for Dealing with Abusive Adults

*Barracuda Swimming* teachers and coaches will at all times:

- a. Treat adults and children with respect and equality regardless of race, sex or age.
- b. Endeavour at all times to show respect for people, their property and their rights.
- c. Identify and minimise actions or words that may trigger abusive and aggressive behaviour.
- d. Take constructive action to defuse situations.
- e. Act in a way that is calm and reassuring.

Should a member of staff be abused verbally or physically by another person they will take the following action:

- f. Politely inform the person that their behaviour or language is unacceptable.
- g. Physically break away, if necessary, from a threatening situation in a safe and effective manner.
- h. Call or instruct another person to summon immediate assistance from the police.
- i. Politely inform the person that their behaviour or language is unacceptable.
- j. Call or instruct another person to summon immediate assistance from the police.
- k. The Head Coach of *Barracuda Swimming* will subsequently write to any person who has acted in an abusive manner to either another teacher or coach, or one of their customers and they will subsequently be asked to leave the class.

## 23. Recruiting and Selecting Personnel with Children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff, self-employed staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

- a. All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.
- b. Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.
- c. Two confidential references, including one regarding previous work with children should be obtained. These references MUST be taken up and confirmed through telephone contact.
- d. Evidence of identity (passport or driving licence with photo).

#### 24. Interview and Induction.

All employees, self-employed staff and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- a. A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures.
- b. Their qualifications should be substantiated.
- c. The job requirements and responsibilities should be clarified.
- d. Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness.

#### 25. Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- a. Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations,
- b. Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- c. Respond to concerns expressed by a child.
- d. Work safely and effectively with children.

#### 26. *Barracuda Swimming* requires the following:

- a. All staff, self-employed staff and volunteers who have access to children to undergo a DBS check.
- b. All staff, self-employed staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a child or young person.
- c. All swimming sessions must have a qualified Lifeguard present at the pool.

#### 27. *Barracuda Swimming* policy on pool supervision during lessons

- a. All *Barracuda Swimming* teachers or coaches instructors are members of the IOS and hold the appropriate qualifications as specified in paragraph 1.
- b. There should either be a professional life guard on duty or the teacher must have a

- relevant and current life saving qualification.
- c. Instructors cannot teach without holding a relevant, current, lifesaving qualification. If an instructor is ever teaching in the pool without it (for example, during training) then another qualified lifesaver needs to be on poolside attendance.
- d. Instructors should carry a mobile phone, have access to a First Aid kit and accident log book and have read the Pool Safety Operating Procedures manual.

## 28. Missing Persons Policy

In the event of discovering a person missing during a *Barracuda Swimming* class, the following course of action should be taken:

- a. The teacher/coach should ask everyone in the immediate vicinity if they have seen the child to ensure they have not simply been overlooked.
- b. If this initial course of action does not resolve the situation, the pool should immediately be evacuated.
- c. The teacher may also need to delegate a responsible adult to look after the parent of the missing child and keep them calm.
- d. The immediate pool area should be checked, including any spa pools or saunas in the vicinity.
- e. Where applicable, the reception or the management of the venue should then be notified of the situation so they can take appropriate action.
- f. The changing room areas should be thoroughly checked including any lockers or cubicles a small child could have climbed into.
- g. All venue exits and car parks should also be checked at this point in case the child has wandered outside.
- h. If after five minutes the missing person has not been found, then the police should be called and notified of the situation. They will give advice on how best to proceed.
- i. **It is the duty of all *Barracuda Swimming* teachers to ensure they have thoroughly checked the pool area, including changing rooms, before they leave to ensure there is nobody left in the building before they secure the pool - except if there is a lifeguard on duty.**

The Local police number is as follows:  
Bath 01225 444343

## 29. *Barracuda Swimming* Equal Opportunities Policy

- a. *Barracuda Swimming* Equal Opportunities Policy is in place to encourage awareness of the individual's rights.
- b. *Barracuda Swimming* takes great care to treat each individual as a person in their own right and is committed to the inclusion of Equal Opportunity provision in all areas of service delivery.
- c. Discrimination on the grounds of sex, race, religion, colour, creed, sexual orientation, marital status, ethnic origin or political belief will not be tolerated and each parent, child, visitor or employee will be treated with equal rights.

*Barracuda Swimming* is committed to:

- d. Challenge language, actions, behaviours and attitudes which may be considered oppressive, offensive or discriminatory.
- e. Provide an environment that is free from prejudice and discrimination.

- f. Ensure parents whose first language is not English have positive consideration in terms of verbal communication.
- g. Ensure that all activities and services provided are accessible and take practical steps to ensure access to people with physical disability.

30. *Barracuda Swimming* Lost Property Procedure

- a. All clients are responsible for their own property, including valuables, before, during and after classes.
- b. Should a client leave any property they should subsequently inform the *Barracuda Swimming* Head Coach of the fact. The *Barracuda Swimming* Head Coach will then phone the relevant staff and, if they are still at the pool, request that they make a search for the item as soon as convenient.
- c. Any property left at a pool which is spotted by *Barracuda Swimming* staff - and known to belong to a client - will be retained by the instructor or handed in to the Head Coach and kept for a period of 6 weeks. At that point if it remains unclaimed it will be given to a charity shop.



## ANNEX A

### COVID-19 RISK ASSESSMENT

#### **Barracuda Swimming Covid-19 Risk Assessment July 2020**

Swimming pools were closed in March 2020 due to the Coronavirus pandemic and the Government gave the go ahead to open indoor pools from the 25<sup>th</sup> July 2020.

Barracuda Swimming runs swimming lessons at Prior Park College in Bath and the following is a Risk Assessment for the re-opening of lessons from September 2020 at that facility.

This Risk Assessment is written to ensure the safety of our swimmers, our teachers, and all users of the pool and is based on the current government guidelines of 1-meter-plus social distancing, if the guidelines change before September 2020, we will re-issue this Risk Assessment.

We also acknowledge that at any time the government may choose to close pools again if the Covid-19 infection rates start to rise or there is a second wave of the virus, at that point we would be obliged to stop operating until it is safe to do so.

The Covid-19 Lead Role for Barracuda Swimming is Kathy Lye, second is Gordon Lye

## Covid-19 Risk Assessment – Prior Park College pool

Name of Swim School:	Barracuda Swimming				
Date risk assessment carried out:	18/07/2020	Person:	Kathy Lye	Review date:	31 August 2020

What is the Hazard?	Who might be harmed	Risk rating before controls	Controls to be applied	Risk rating after controls	Actioned by
Spread of Covid-19 Coronavirus					
Carpark	<ul style="list-style-type: none"><li>Swimmers</li><li>Parents/Guardians</li><li>Teachers</li></ul>	High	<ul style="list-style-type: none"><li>Current social distancing government guidelines recommended.</li><li>Barracuda to remind teachers, parents and swimmers of current guidelines before the start of term.</li></ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Parent/Guardians
Facility entrance and hall	<ul style="list-style-type: none"><li>Swimmers</li><li>Parents/Guardians</li><li>Teachers</li></ul>	High	<ul style="list-style-type: none"><li>Current social distancing government guidelines recommended.</li><li>All Barracuda Staff, parents and</li></ul>	Medium	Barracuda Swimming Covid-19 Lead Role

			<p>carers must bring a suitable face covering which can be used if social distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> <li>• Everybody should maintain the current social distancing guidelines on entering the facility and during their time in the facility.</li> <li>• Parents/Carers to be responsible for keeping their child at a social distance wherever possible.</li> <li>• 15 minute gap between classes to allow previous session to leave and facilities to be cleaned.</li> <li>• Swimmers and parents line up outside on left-hand side (approaching the pool) until previous class have all left the pool.</li> <li>• Hand sanitiser to be used on entry, will be available in the hall.</li> <li>• Information given to parents and teachers of protocols.</li> <li>• To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice- <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></li> <li>• Posters, leaflets and other materials are available for display</li> </ul>		Teachers Parent/Guardians
Changing rooms	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Parents/Guardians</li> <li>• Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>• Use of lockers and changing rooms for teachers only, they should maintain social distancing.</li> <li>• Swimmers to arrive 'beach ready' in costume ready to swim. Swimmers will NOT use changing rooms due to the restricted space. Shoes to be left in the hall, clothes, towelling robe etc to be taken on poolside and left on a stall for dressing afterwards.</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Parent/Guardians
Toilets	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Parents/Guardians</li> <li>• Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>• Toilets only to be used when absolutely necessary.</li> <li>• Teachers to use toilets in changing rooms. Swimmers and parents to use the disabled toilet on ground floor. Sanitising wipes to be used to wipe down surfaces after use.</li> <li>• Barracuda Covid-19 Lead Role to be informed if toilet is used, wipes will be provided for cleaning of the room on exit.</li> <li>• If more than one swimmer needs the toilet, they may exceptionally</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Swimmers Parents/Guardians

			use the changing rooms, but Barracuda Covid-19 Lead Role should be informed to facilitate cleaning.		
Health screening	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>Barracuda Swimming Health Screen checklist, parents and teachers to review this checklist at the beginning of term and before every lesson and let Barracuda Swimming know of any changes before they come to the pool.</li> <li>All teachers, parents, and swimmers to check their temperature at home before they leave. If it is over 37.5 they should NOT come to the pool.</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Swimmers Parents/Guardians
Someone becomes unwell during session	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	Low	<ul style="list-style-type: none"> <li>If parent is present, they must leave with their child as soon as possible. Barracuda Swimming will clean areas they have touched immediately.</li> <li>If parent is not on poolside isolate individual in disabled changing room in hall and wait for parent to collect at the end of the session.</li> <li>Use appropriate PPE (face coverings).</li> </ul>	Low	Barracuda Swimming Covid-19 Lead Role Teachers Swimmers Parents/Guardians
Poolside	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>Social distancing protocols to be followed at all times</li> <li>One way system, up the right-hand side from the entrance and down the left-hand side – arrowed signs.</li> <li>Where possible accompanying adult should not go on poolside. For younger children the parent may go on poolside but must wear a face covering and keep that covering on during the lesson unless a 2 metre gap can be maintained.</li> <li>A maximum of one adult per child in pool, no additional adults or children may attend.</li> <li>Teachers to be reminded at beginning of session of the importance of social distancing both in the workplace and outside of it.</li> <li>Management checks to ensure this is adhered to.</li> <li>Teachers not required to wear face coverings as effectiveness reduced and there are associated risks if the covering</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Swimmers Parents/Guardians

			gets wet.		
During activity	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>Teachers and Parents reminded to keep to social distancing protocols.</li> <li>Maximum total number in pool is 24 swimmers, but we will reduce this number to maintain social distancing on poolside. Pool will have 3 'sections' max 6 swimmer per group, 18 in pool in total.</li> <li>Any swimmer needing to rest should hold onto the wall and face towards the wall.</li> <li>No teachers or assistants in the pool, each teacher will manage a maximum of 6 swimmers and teach from poolside.</li> <li>Swimmers in widths will start opposite each other and only briefly pass each other in the water.</li> <li>Beginners that need help in the pool can only be offered swimming lessons if parent also gets in the pool to support them. Parent must be careful to maintain social distancing from other swimmers and parents. The parent will count towards the number of 6 in the overall group.</li> <li>Lengths classes will be for a full hour to reduce traffic at pool and there will be a maximum of 6 swimmers per lane, where possible we will reduce this number to 5 per lane. Any swimmer that needs to rest should face the wall at one end of the pool.</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Swimmers Parents/Guardians
Hygiene measures	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>Covid-19 Rules communicated to all members in advance.</li> <li>Swimmers, teachers and all on poolside to be reminded on a regular basis to wash their hands for 20 seconds with water and soap, warm air hand dryers should not be used.</li> <li>Hand sanitiser to be provided.</li> <li>Cleaning protocols to be met after each training session, wipe down stools, rails, toilet and changing facilities.</li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles,</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Parents/Guardians

			<p>light switches, reception area using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> <li>Barracuda staff to wipe down rails and stools between each session and dispose of wipes in provided sack.</li> </ul>		
Equipment	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>The use and sharing of equipment, for example Kickboards and Noodles, is prohibited.</li> <li>Swimmers to bring their own equipment and take it home after each session.</li> <li>No provision of floats, goggles or any equipment by Barracuda Swimming, due to the risk of cross contamination.</li> <li>Teachers to be provided with a set of toys for younger swimmers, one toy per swimmer on day, toys to be taken home for sanitising before next session.</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Parents/Guardians
Exit	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Parents/Guardians</li> <li>Teachers</li> </ul>	High	<ul style="list-style-type: none"> <li>One way system in place on poolside, enter on the right-hand side of pool and exit on the left-hand side (from entrance facing the pool), arrowed signs will be visible.</li> <li>Swimmers and parents will wait on poolside socially distanced and will leave one at a time, through the hall, collect their shoes and leave immediately.</li> <li>Swimmers and Parents to leave building as soon as possible at end of lesson, keeping a social distance from others and exit the door on the left-hand side of the path as you leave the building.</li> <li>Instruction to parents for collection of their children if they are not on poolside: swimmer should get dressed and wait on poolside ready to leave. Covid-19 Lead will check parent is waiting outside and then child may put on shoes in hall and safely leave the building.</li> <li>Younger swimmers should have parent on poolside to facilitate drying and putting on of clothes and shoes.</li> </ul>	Medium	Barracuda Swimming Covid-19 Lead Role Teachers Swimmers Parents/Guardians