



Holiday Club Swimming Pool Policy

Purpose

This policy outlines the procedures and safety measures in place for the use of the swimming pool at the holiday club. It is designed to ensure compliance with Ofsted requirements and general health and safety legislation, while promoting a safe and enjoyable environment for all children.

Supervision and Staffing

- During all **free play swimming sessions**, a **qualified lifeguard** will be on duty at all times.
- The lifeguard will be **supported by a second member of staff**.
- The lifeguard's primary responsibility is **continuous observation of the pool (eyes on the water at all times)**.
- The second staff member will support with **behaviour management, monitoring poolside safety, and supervising changing areas**.
- During **structured swimming sessions (non-lifeguard sessions)**, a staff member with **appropriate shallow water pool training** will lead activities.
- A **minimum of two staff members** will always be present in the pool area.
- Staff will be equipped with **walkie-talkies** to ensure immediate communication.
- An additional staff member will remain **outside the pool area** to organise groups and safely escort children to and from the pool.

Emergency Procedures

- A **separate Emergency Action Plan (EAP)** is in place for the swimming pool and must be understood by all staff.
- All staff must be familiar with **emergency signals, evacuation procedures, and rescue protocols**.
- A **first aid kit** and **rescue equipment** must be accessible at all times.
- At least one member of staff present must hold a **current paediatric first aid qualification**.

Registration and Parental Consent

- At drop-off, parents/carers must inform staff:
 - A. Whether their child intends to use the pool
 - B. Their child's swimming ability
- This information will be **recorded on a register held at the registration point**.
- Parents/carers must **sign a swimming consent/waiver form** prior to participation (if not already completed).

Grouping and Ratios

- The manager will assign children into **swimming groups based on ability and confidence**.
- Appropriate **staff-to-child ratios** will be maintained in line with safeguarding guidance.

- Younger or less confident swimmers will be given **additional supervision**.

Risk Assessment and Safety Measures

- **Dynamic risk assessments** will be carried out throughout each session.
- Decisions regarding safety equipment (e.g., buoyancy aids) will be based on **individual ability and ongoing assessment**.
- **Buoyancy aids must be worn** by children who:
 - Cannot swim
 - Cannot stand safely in the pool
- Buoyancy aids may only be removed if a staff member determines it is safe to do so.

Poolside Behaviour and Rules

- Children must follow all staff instructions at all times.
- **No running** on poolside.
- **No pushing, ducking, or rough play**.
- Safe use of any pool features (e.g., slides) must be demonstrated and supervised.
- Children must enter and exit the pool in a **controlled and safe manner**.

Changing Facilities

- Changing areas will be **supervised appropriately**, respecting children's privacy and safeguarding requirements.
- Staff will monitor movement between changing rooms and poolside.

Health and Hygiene

- Children must be in **appropriate swimwear**.
- Children should **shower before entering the pool** where possible.
- Any child who is unwell, has an infectious condition, or open wounds may be **restricted from swimming**.

Additional Safety Considerations

- A **register of children in the pool** will be maintained at all times.
- Regular **headcounts** will be conducted, especially during transitions.
- Pool capacity limits must not be exceeded.
- All accidents or incidents must be **recorded and reported** according to club procedures.
- Staff must ensure that **access gates to the pool area are secure** at all times.

Review

This policy will be reviewed regularly and updated in line with changes to legislation, Ofsted guidance, or operational practice.

Name: Jack Dillon

Signed: Jack Dillon

Date: 19th August 2026

Reviewed: 19th August 2027