



Haslingfield Endowed  
Primary School

**PTFA**

## Swim Club

**Join our swim club & enjoy the fun & benefits  
of our lovely school pool,  
after school, weekends & the summer holidays!  
It's easy to become a swim club family...  
Details below!**

**If you have any questions, speak to any of the  
team or email  
[haslingfieldswimming@gmail.com](mailto:haslingfieldswimming@gmail.com)**

## Joining Criteria

### Per Family:

- ✓ Register, form [HERE](#)
- ✓ Paid £35/50 to PTFA
- ✓ One adult trained as PSM\*
- ✓ Join PSM rota  
(min. 2 sessions)

### Swimmers:

- ✓ Child of swim club family
- ✓ HEPS pupil or sibling
- ✓ Age: Preschool – Yr 6
- ✓ Toilet trained
- ✓ Height 1m+

\* Pool Safety Monitor

## Opening Times

### Termtime:

**Mon - Fri: 15:30-16:30  
Sat 14:00-16:00**

### Holidays:

**2+ weekdays 14:00-16:00  
Sat 14:00-16:00**

**Group hire available!**



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### Becoming a PSM (Pool Safety Monitor)

- ✓ **Attend Resuscitation Training (annual; £5 fee)**
  - 17<sup>th</sup> May 08:30; or 12<sup>th</sup> May 15:30
  - **Sign up here**
  - Other schools may run alternative sessions, please contact Swim Club Admin who may be able to help
- ✓ **Attend Safeguarding/ Child Protection training (every 2 years)**
  - 30<sup>th</sup> April 09:15; or 22<sup>nd</sup> May 15:45.
  - Sign up with school here
- ✓ **DBS**
  - School office to support
  - Optional £10 donation to PTFA who otherwise cover this cost

***This is actually really easy, please come & talk to us!***

## Swim Club Team 2025

### Admin:

Catherine Eyre

(haslingfieldswimming@gmail.com)

### Trained Pool Carers:

Ella Pope

Fay Thompson

Gayla Cowie

### Parent Champions:

Jon Gosling

Beth Wiggan

Laura Stevens

Pippa Keynes

Jane Spence

Lucy Johnston



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## **Swim Club**

### **Session Supervision**

**Two identifiable  
trained PSMs**

**PSMs closely watching  
with whistle**

**Max. 15 swimmers**

**Each swimmer must be  
supervised by a  
designated:**

**Parent/carer  
or Sibling 18+  
or named adult supervisor  
(who is NOT an on-duty PSM)**

**\*PSMs follow detailed safety guidance &  
Emergency Action Plan\***

### **Health & Safety**

**First aid kit poolside**

**Pre swimmers:**

**Wear appropriate  
floatation device**

**Session log book:**

**List PSMs & swimmers**

**Families inform PSMs of  
medical conditions**

**Asthma sufferers:**

**MUST have medication**

**\*to hand\* to swim**



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## **Swim Club Rules**

**Keep noise reasonable  
Respect each other  
No glass, No alcohol  
Tidy up toys & rubbish  
No outside guests  
Listen to & obey PSMs  
Tell PSMs of medical conditions**

**Swim club families/swimmers only  
(no guests)**

### **Busy sessions:**

**15+ swimmers: Children allocated to 2x30 min slots**

### **Respect:**

- ✓ Our neighbours: keep noise reasonable**
- ✓ The pool, pool area & equipment**
- ✓ PSMs & Pool Carers**
- ✓ Our school**

### **School site:**

**No access to playground  
Stay within pool & Yr 6 area  
Lock premises**



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## Swim Club

# Pool Rules

### Swimmers:

- Use the toilet
- Inhaler present if asthmatic
- Change only in changing areas
- Wear a swim hat & a suitable costume
- Use the footbath
- No running poolside

### In the pool:

- No jumping off pool steps
- Swim safely & respectfully
- Look after pool toys
- Keep noise reasonable
- No eating/drinking in pool
- Snorkels/fins only when safe
- Do not stand/sit/walk on or jump/dive from side

**Max. 15**  
**swimmers**

### PSMs can:

- Refuse entry
- Give verbal warnings
- Eject swimmers/families

**Listen to & obey the PSMs**

### Respect:

- ✓ Our neighbours
- ✓ The pool, pool area & equipment
- ✓ PSMs & Pool Carers
- ✓ Our school



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## **PSM Duties & Responsibilities**

### **Opening a Swim Session:**

#### **✓ Collect swim bag**

- from school office (termtime weekdays)
- from pool carer or PSM (Saturdays/holidays)

#### **✓ Check swim bag contents**

- keys; 2 whistles; first aid kit; log book & pen; emergency procedures

#### **✓ Emergency preparation**

- Re-read Resuscitation and emergency procedures booklet
- Ensure at least one mobile phone is charged & available for use
- Both PSMs to wear whistles at all times

#### **✓ Open up**

- Access school gate as per plan for that session (Saturdays/holidays)
- Unlock school hall lobby doors for toilet access (Saturdays/holidays)
- Unlock pool gate and allow children into changing areas

#### **✓ Sign in children**

- List all swimmers with session date & PSM names in log book
- If 15+ children: assign max. 15 children to session 1 (first 30 mins), remaining to session 2 (second 30 mins)
- All children must be supervised by a designated adult
- PSMs cannot be a designated supervising adult while on duty  
PSMs must therefore make arrangements for the supervision of their own children (insurance requirement)

#### **✓ Check medical conditions**

- Check any asthmatic child has their inhaler with them

#### **✓ Visual safety check of pool/ pool area**

- Record potential hazards in log book (FAO pool carers)
- Cancel session if not safe

#### **✓ Uncover pool (carefully!)**

#### **✓ Footbath**

- Fill with pool water, place under steps



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## **PSM Duties & Responsibilities II**

**ONLY WHEN ALL OPENING TASKS ARE  
COMPLETE CAN CHILDREN ENTER THE POOL**

### **Session Start:**

- ✓ Be at the poolside before the children enter the water
- ✓ Ensure swimmers use the footbath prior to entering the pool
- ✓ Supervise children both up and down pool steps

### **Throughout Session :**

- ✓ Observe the pool at all times
  - Important to manage behaviour, anticipate incidents, prevent accidents and deal with emergencies
  - Be situated at poolside diagonally opposite each other to see all swimmers and the bottom of the pool at all times
  - Focus on PSM duties, do not be distracted by long conversations or your own children etc
- ✓ Use the whistle to signal immediate danger with one long blast
- ✓ Frequently count swimmers
  - Check never more than 15
- ✓ Monitor Water Clarity
  - Clear pool if clarity deteriorates (pool bottom cannot be seen easily)
  - Clear pool immediately if a child fouls the water by excrement or vomit and let pool carer know ASAP
- ✓ Remember that as PSM you DO have the authority to correct dangerous / antisocial behaviour by first speaking to the person concerned and as a last resort - excluding them from the pool.





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# PSM Duties & Responsibilities III

### Session Close:

- ✓ Children to bring toys to pool edge before getting out
- ✓ Supervise children on pool steps
- ✓ Tidy away pool toys, equipment & chairs
- ✓ Check changing rooms for lost property
- ✓ Put any rubbish into the bin
- ✓ Do not replace cover (unless asked to by Pool Carer)
- ✓ Check everyone has left pool area
- ✓ Lock pool gate
- ✓ Ensure school gate is locked (Saturdays/holidays)
- ✓ Return swim bag
  - to OOSC in hall/playground (termtime weekdays)
  - keep or pass on as per Whatsapp group session plan (Sats/holidays)

# Miscellaneous Info & Small Print

### Small group hire:

Holidays only 11:00-13:00

3 PSMs required

All rules apply (No guests)

£5 per 30mins

**No refunds in case of  
pool closure**

**Document last updated:  
April 2025**



# Emergency Action Plan I

## EMERGENCY ACTION

The aim of the Emergency Action sheet is to give guidance in the event of an incident

If you find someone in difficulty in the water **TALK – REASSURE – REACH – WADE** – if child is conscious try to calm and encourage the child to come to the pool edge with the help of safety reaching pole or floats as necessary.

If in any doubt or child is unwilling / unable, prior to entering the water, sound your whistle with one long blast

**ALL CHILDREN MUST STAND STILL AND LISTEN FOR INSTRUCTIONS.**

Summon assistance from the second PSM and shout for everyone to leave the pool **IMMEDIATELY**. The second safety monitor must supervise all swimmers down the pool steps, before **ENTERING** the pool themselves, to assist the first pool monitor with lifting the casualty out of the pool.

If on reaching the casualty he/she is not breathing – ensure mouth and nose are clear of the water. Whilst supporting the head as carefully as possible, tow the child to the edge of the pool. **ONLY** once there are **TWO** adults **IN** the water can you begin to lift the casualty out of the water!

The first monitor must wait to be joined **IN** the water by the second monitor in order to raise the casualty to the pool border and lay them there, while holding the casualty steady, maintaining a clear airway (as per your Resus training).

The second monitor will then **EXIT** the pool and join the casualty on the **OUTSIDE** of the pool, opposite the monitor who has remained in the water. Once the monitor outside the pool has taken over steadying the casualty, the first monitor can then **EXIT** the water to join the monitor on the **OUTSIDE** of the pool.

**ONLY** once **BOTH** adults are on the outside of the pool can you then begin to carefully lower the casualty to the ground, supporting head/neck and maintaining position where possible.

# Emergency Action Plan II

**CLEAR THE TONGUE FROM AIRWAY.**

**If casualty fails to breathe, start Expired Air Ventilation - as per your resuscitation training - at the earliest opportunity. GET AIR IN and start chest compressions as per resuscitation training**

## **CARDIAC PULMONARY RESUSCITATION**

**One life guard to treat casualty for injuries, shock, keep warm and keep reassuring, other life guard to assist as necessary and be responsible for the following:**

- \* Telephone Emergency Services (999 on Pool mobile phone)**  
**Please ensure you give following information calmly and clearly: NAME, LOCATION, FULL ADDRESS, TELEPHONE NUMBER of mobile phone and NATURE of INCIDENT.**
- \* Appoint someone to meet the Emergency Services.**
- \* Report back to other PSM.**
- \* Assist as necessary watching out for other distressed swimmers.**

## **Spinal Injuries**

**Casualty with suspected spinal injury must remain in the water with nose and mouth clear of the water.**

**Give Expired Air Ventilation and keep warm**

**Casualty only to be moved if Cardiac Pulmonary Resuscitation is needed**

## **Fire**

**Blow whistle and evacuate the pool move everyone away from danger and call Emergency Services**

## **Chemical Spillage**

**Blow whistle and evacuate the pool, move everyone away from danger and call as follows:**

**Serious spillage - Emergency Services**

**Minor spillage - Pool operator - list as attached.**

**Any accidents / injuries must be recorded in the accident book. For all major incidents please contact one of the following:**

- \* Pool carers**
- \* Head teacher – see telephone list displayed at pool.**
- \* Any other School Governor.**