



Guidelines for Volunteers Assisting with Swimming

Swimming provision is an integral part of learning and personal development at our school. We are pleased that you have volunteered to accompany us. Your participation has an important role in its safety and success, enabling all children to access this valuable component of our curriculum.

As part of the school's risk assessment planning, please read these guidelines carefully and ensure that any queries are discussed with the Class teacher responsible prior to departure for Lord Butler Leisure Centre.

Role of the volunteer

- Responsibility for and care of, in equal measure, all children in the group
- To read and comply with all relevant risk assessments
- To stay with the group of children, ensuring that their well-being and safety is maintained for the total duration of the walk to the pool (and inside if you are part of the poolside accompanying team.)
- To promote polite, respectful and courteous behaviour towards each other and members of the general public, being mindful that we are ambassadors for the school
- To ensure that the children keep up with the body of the group, whether walking courteously, sensibly and safely
- If there are any issues with first aid, safety and/or behaviour, contact must be made with the class teacher

Working alongside school staff

R A Butler Academy staff expect volunteers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Follow guidance from the school (and pool) staff
- When crossing roads, take over the road position of the school member of staff to enable them to re-join their position further forward in the line of children
- At Lord Butler Leisure Centre, support school staff by being vigilant observing the children and being present on poolside and in the changing area as directed.

What is not permissible

- Volunteers are not permitted to bring additional siblings
- Volunteers are not allowed to reorganise groups
- Volunteers are not permitted to take photographs of children unless directed by the class teacher to do so and only on a school camera / Ipad
- Volunteers are not permitted to take photographs of children on personal mobile devices
 - Volunteers are not permitted to give/purchase any of the children treats such as ice-cream, biscuits, sweets before, during or after the visit to Lord Butler Leisure Centre
 - Volunteers are not permitted to accompany children into changing or toilet cubicles

First Aid

For each class on the school visit, there will be a nominated staff First Aider. You will be informed if any child in your group has medical needs. Medication and a First Aid kit will be carried and administered by a staff member.

In special circumstances, a parent may need to accompany their own child for medical reasons. Where this is the case, the parent will be required to carry and administer the medication.

Emergencies

In the event of an emergency, you are expected to inform a member of staff as soon as possible. If you begin to become separated from the school party, the teacher/school staff member leading the group should be alerted. If this is not possible, the school should be contacted as a matter of urgency.

Please indicate that you have read these guidelines and sign below:

Name of Trip: _____

Lead Teacher: _____

I have read the Guidelines for Volunteers Assisting with Swimming and will abide by them for the duration of the trip.

Signed: _____

Name: _____

Date: _____