



<b>Policy Name</b>	<b>Swimming Excursions Procedure</b>
<b>Related Policies and Legislation</b>	Water Based Activities Policy
<b>Policy Category</b>	Student Wellbeing & Safety
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	22 September 2011 08 June 2015 – Re-Formatted
<b>Date Set for Review</b>	September 2016
<b>Person/s Responsible for Review</b>	Treetops Administration

## Swimming Excursions Procedure

1. A member of staff from each area will make sure every child has their bathers, towel etc. on the morning of the excursion. If a child does not have their bathers the office will be informed so that they can contact the parents to ask them to rectify the situation.
2. Children are to be counted before leaving their classrooms by a staff member who will also check that they have their bathers, towel etc. in a bag.
3. If children are travelling by cars, they will be assigned to the person driving and the driver will be asked to follow the bus.
4. At least two staff members will travel by bus and the children will be counted as they get on the bus.
5. The staff member from each area will inform the designated coordinator of their numbers and this person will inform the pool authority of the whole school numbers.
6. A gender appropriate teacher will be allocated to supervise each change-room. Children will be asked to report to their group teacher after getting changed. The group teacher will have an activity ready for the children to participate in. In no circumstances are they allowed to get into the pool until their teacher has arrived.
7. The group teacher will ensure all belongings are placed neatly in a convenient place before children enter the pool.

8. One teacher will have a whistle and students must be made aware of the following instructions: a single blow for stop, look and listen; triple blows to indicate that students must immediately get out of the water and return to their group teacher.
9. After the session is over and children are changed, those children who travelled by car are re-assigned to the **same** driver. Under no circumstances are children to leave without parents informing the designated coordinator.
10. The children travelling by bus are counted before leaving the pool area by the staff members who travelled on the bus.
11. On returning to school, the drivers who took children in their cars will return them to their classrooms and staff members on the bus will do the same.