



# DEREHAM & DISTRICT AMATEUR SWIMMING CLUB

(Affiliated to ASA East Region)



## Guidelines for Poolside Helpers

**The following guidelines are put in place to safeguard both the swimmers and volunteer poolside helpers.**

### Role Objective

The role of the Poolside Helper is to assist with club sessions under the supervision of a qualified Teacher or Coach.

### Duties and Responsibilities

- Be present at training sessions wearing suitable attire
- Assist with the set-up of the pool for training sessions
- Complete the register at the beginning of each session and return to Treasurer at end of each month
- Be aware of safety at all times throughout the session, keeping the poolside tidy and ensuring any health and safety risks are reported to the Coach
- Assist the Coach to deliver the session if requested by the Coach. This may involve relaying instructions from the Coach to the swimmers in a lane while the Coach concentrates on an individual or individual lane. **You are there solely to deliver the session set by the Coach.**
- Highlight any issues to the Coach and do not try to sort it out yourself, make a note of observations on session plan and pass back to Head Coach to deal with
- Supervise swimmers at the side of the pool if they are asked to have 'time out'
- Contact parents to ask them to collect their child early in the event of a swimmer feeling unwell during a session or suffering an injury. If they suffer an injury, this should be dealt with by a lifeguard as any injury should be recorded by the centre **and** the club so that the club is covered.
- Record any accident/incident in Coaches Accident Book and inform the Coach
- Swanton Morley – Accident/incident to be reported on register
- At the end of the session ensure all equipment is correctly stored away
- It will be expected that you will have a mobile phone with you at the session in case of emergencies and the need to contact parents

## **Remember**

- **At no point must you be on your own with a swimmer or have physical contact with a swimmer even if you are trying to correct their swimming/diving**
- You must not enter the changing rooms at Swanton Morley whilst swimmers are changing. For Dereham follow the guidance as set by the ASA Wavepower document.
- Any discipline issues **must** be highlighted to the Coach
- The Lifeguards are there to save lives - alert lifeguard immediately if swimmer in difficulty.
- The children must not enter the pool until a qualified Coach has arrived or sessional leader nominated.
- Children of Poolside Helpers should remain seated at all times and not distract the swimmers.
- Speak to Welfare Officer to make sure your DBS check is in date and Workforce Coordinator to book yourself onto a Safeguarding & Protecting Children Course.

## **If a Coach is unavoidably delayed**

The Coach taking the session will have your contact details and will aim to contact you if he/she is delayed and will arrive late and give instructions.

If the Coach is going to be between 10 minutes and half an hour late, discuss with the Coach what he/she would like you to ask the children to do. This will probably be to delay the children getting changed.

If the Coach thinks they will be more than half an hour late and cannot get alternative cover (it is their job to try to get cover):-

- Ask parents to take their children home.
- Contact parents to ask them to collect their children if they have already left the pool. Those children with their own mobile phones can contact their own parents.
- Apologise to parents and explain it is an unavoidable situation and an email will be sent with an explanation.
- Send an email to [the Club Secretary](#) to inform that the session was terminated so the club can prepare an email to parents.

If the Coach has not contacted you but is not there at the beginning of the session:-

- Contact the Coach to discuss how long they think they will be delayed. Obviously if the Coach is driving they will not be able to answer their telephone but should be aware that they are due at the pool and if more than 5 minutes away they will stop the car and phone you back. You will need to assume that they will be there within 5 minutes if you do not get a reply.
- At this point the children are likely to be changed and have appeared poolside. The children need to remain poolside and NOT enter the pool. If after 10 minutes you have not heard from the Coach you will need to instruct the children to get changed.
- Contact parents to ask them to collect their children if they have already left the pool. Those children with their own mobile phones can contact their own parents.
- Apologise to parents and explain it is an unavoidable situation and an email will be sent with an explanation.
- Send an email to [Club Secretary](#) to inform that the session was terminated so the club can prepare an email to parents.

**Finally thank you for volunteering, Dereham Otters needs volunteers like you and we really appreciate your commitment and time.**