

Headteacher:
Brenda McCafferty

Chair of Governors:
Laura Pincus
(chair@brooklandinf.barnetmail.net)

Tel: 020 8346 6824
Fax: 020 8343 3294

office@brooklandinf.barnetmail.net



Brookland Infant and Nursery School
Hill Top
Hampstead Garden Suburb
NW11 6EJ

www.brooklandinfant.co.uk



Be Kind, Grow Together, Learn Forever

Brookland Infant & Nursery School Swimming Volunteer Guidelines

At Brookland Infant & Nursery School, we recognise and value the effort taken by parent volunteers who assist during swimming sessions.

These guidelines set out the practices and procedures which will be followed by swimming volunteers, in order for us to provide a safe swimming experience.

In line with statutory guidance, we obtain an enhanced DBS check (which includes children's barred list information) for all volunteers who are working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly **or** provide personal care on a one-off basis in school. Volunteers will not be able to assist the children when changing for swimming until the DBS check has been completed and the appropriate paperwork has been verified by the school office.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building at the school office
- Wear the visitor's badge at all times.
- 2-4 volunteers are needed to assist with changing for swimming in KS1.
- 6 volunteers are needed to assist with changing for swimming in Reception.
- Volunteers to meet the class by the school office.
- Volunteers need to help supervise the whole class and not just their own child.
- Volunteers need to stay for the whole session.
- **No mobile phones or cameras to be used at any time.**
- **No food to be shared or consumed at any time.**
- Any concerns/observations made should remain confidential and must be shared with school staff immediately and not with other parents.
- In the event that the swimming pool needs to be evacuated, volunteers must follow direction from the school staff present.

Thank you for taking the time to help us with these arrangements.

