**CB Training Services Limited**

**COVID-19 Policy – Swimming Lessons**

**Overview**

COVID-19 is a new Coronavirus, which The World Health Organisation (WHO) declared as a Global Health Emergency on the 30th January 2020 and as a Global Pandemic on the 11th March 2020.

This policy sets out our response to the challenges COVID-19 has presented to our swimming lessons under our trading names of ‘CB Training Swim School’ and ‘Bubble Tots’, and how we can ensure they recommence in a COVID secure way. CB Training Services Limited is an approved Swim Star Swim School with Swimming Teachers Association (STA).

**COVID Officer**

The Swimming Teachers Association (STA) have strongly recommended the appointment of a “COVID Officer.” Their role is to develop and implement COVID specific policies, procedures and risk assessments, ensuring they follow government and awarding organisation guidelines.

Your COVID Officers are:

|  |  |  |
| --- | --- | --- |
| Name | Phone number | Email |
| Chris Bateman | 07876 240043 | [chris@cbtraining.org](mailto:chris@cbtraining.org) |
| Emma Jenkins |  | [emma@cbtraining.org](mailto:emma@cbtraining.org) |

**Commitment to Safety**

We are committed to ensuring the health, safety and well-being of all staff and customers. Therefore, this policy builds upon the commitment and procedures set out in the Health and Safety policy, to ensure compliance with The Health and Safety at Work Act (1974), STA Guidance (found on STA.co.uk), PWTAG technical notices (pwtag.org) and the Health and Safety executive for First aid and CPR.

Therefore, the Swim School is committed to developing and implementing COVID risk assessments, which are reviewed every week, and on any updates from the government, STA, PWTAG and HSE.

**COVID-19 General Information**

Customers are informed if they, or a member of their household, has, or have, any signs or symptoms of COVID-19, they are not to enter the swimming facility or attend swimming lessons.

Anyone with COVID-19 symptoms such as:

* A new continuous cough
* A high temperature
* A loss of, or change to sense of smell or taste

Are advised to stay at home a self-isolate in line with government guidelines <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/?fbclid=IwAR1PwxVCSjIY5ksVSHTpuR6B72_A8JDcxPsxHoCw2gvgmcMbtJCkwhfpkks>

Face masks/coverings must be worn at all times indoors for anyone over the age of 11 as per Welsh Government guidance.

Where practical, social distancing of 2m+ must always be maintained by anyone over the age of 11 years old.

**Staff**

Staff travelling to work must wear a mask/face covering when using public transport/car sharing.

Staff must temperature check each other on arrival to work to ensure no high temperature.

Staff must self-isolate and stay off work if they have any COVID-19 symptoms or been in contact with anyone who has received a positive test or returned from a country on the COVID-19 isolation list. If this happens, we may not be able to provide a child’s regular teacher for 14 days or longer.

All Staff have received various training including:

* COVID-19 Awareness (from CIMSPA Reactivate programme)
* COVID-19 Officer Training (From STA)
* COVID-19 PPE Training (from WHO)
* COVID-19 CPR and First Aid Update (from Tutor Chris Bateman)
* A Lifeguard return to Work Assessment (from Tutor Chris Bateman)

Staff have been provided with a ‘COVID Resources Box’ with all the appropriate equipment, PPE, and hand sanitiser they require to ensure safe operation of lessons.

Staff are to social distance from each other during swimming lessons activities as they will not be wearing a mask/face covering on poolside or in the pool as PPE becomes ineffective when wet or in a damp condition as per government guidelines on wearing masks during exercise and sports facilities.

Staff will attend regular meetings every few weeks to discuss the risk assessments, policies, lesson plans and update as necessary to ensure we comply with COVID-19 regulations and ensure our customer safety.

Staff will be limiting time within a 2m distance to a maximum of 15 minutes per individual as per government guidance.

Staff will arrive in appropriate uniform ready for work to ensure the need for changing at the pool is reduced and staff will ensure clean uniform/clothing is worn each day to minimise COVID-19 risks.

All staff are Lifeguard qualified with STA Pool Lifeguarding certificate or they are rescue trained with the STA Safety Award for Teachers.

**Hygiene**

Staff, Children and Parents/Guardians will be encouraged to maintain good hygiene procedures throughout attending their swimming lesson.

All visitors must wear their own mask/face covering in line with Government guidelines on masks in indoor facilities.

Staff will wear appropriate PPE in an event of an emergency such as FFP2 facemask, gloves, apron, and visor.

Hand sanitiser will be available at the entrance to poolside and all visitors must ensure they clean their hands-on arrival, at regular intervals and before they leave.

Further consideration is given to equipment and facilities:

* Cleaning of equipment/facilities is logged in the COVID Checklist.

1. Each piece of equipment has its only cleaning procedures in line with manufactures and best practice guidelines, this will be detailed to staff to ensure high cleaning standards.
2. All equipment will be deep cleaned on a regular basis, in line with manufacturers and best practice guidelines.

* Equipment sharing is kept to a minimum, avoided if possible.
* All high touch points such as door handles, handrails, pool hoists etc will be cleaned regularly throughout the day.
* Toilets will only be available on an urgent need basis and cleaned thoroughly by staff after use on regular intervals.
* Access areas/flooring/changing facilities will be cleaned on a regular basis.

**Equipment**

Cleaning considerations given to equipment:

* Cleaning of equipment is logged in the COVID Checklist.

1. Each piece of equipment has its only cleaning procedures in line with manufactures and best practice guidelines, this will be detailed to staff to ensure high cleaning standards.
2. All equipment will be deep cleaned on a regular basis, in line with manufacturers and best practice guidelines.

* Equipment sharing is kept to a minimum, avoided if at all possible.

Other considerations have been considered throughout our risk assessments such as:

* Fault log.
* Pre and post inspections of equipment.
* Flotation aids are the correct size for the pupil.
* Bring your own equipment (or clean your own) policy in place to reduce staff time needed to disinfect.
* Teachers keep and maintain their own basic equipment i.e. woggle, float (label/colour code).
* Adults and teachers are encouraged to stop babies, toddlers and pre-school age children putting any toys and/or equipment in their mouths at any point.
* A plan is in place for the use and disinfection of teaching equipment and toys.
* Teachers consider reducing the amount of equipment used.
* Equipment is placed on poolside in advance of lessons to reduce teacher access into equipment stores.
* Equipment usage is controlled within / in between lessons, such as not sharing with other lesson participants.
* If equipment is used all swim aids/toys are cleaned after each day. Equipment is to be cleaned in a sanitizing solution following government cleaning protocols.
* Separate sets of equipment are used for each lesson during the day (while one is being used, the other is disinfected with chlorine water by an appointed member of staff).
* Electronic devices/clipboards and pens used by teachers are sanitized before and after use.
* Where practical, electronic devices/registers are delivered to teachers on poolside to avoid back office access.

**Venues**

General:

* Maximum ventilation will be in place, all windows and doors will be open where possible. We have advised all pools to turn their pool ventilation system to 100% fresh air mode rather than recirculating air through the system in line with COVID-19 recommendations on ventilation systems.
* Venues will provide CB Training with their risk assessments for COVID so we can ensure all safety requirements are carried out to ensure the safety of our customers.

Chepstow (St Johns on the Hill School):

* Changing rooms are closed (school have made this decision).
* Entrance through side sliding door.
* Exit through main door by steps.
* Only 2 classes will run at any one time.
* Classes are limited to 6 pupils per teacher.
* Lesson duration may be reduced slightly to include safe change-over time between lessons to avoid crowds gathering.

Monmouth (Monmouth Girls School):

* Changing rooms are closed (school have made this decision).
* Entrance through fire doors by the viewing windows.
* Exit through main door by school concert hall.
* Only 4 classes will run at any one time.
* Classes are limited to 6 pupils per teacher.
* Lesson duration may be reduced slightly to include safe change-over time between lessons to avoid crowds gathering.

Cwmbran (Crownbridge School):

* Changing rooms are open to get dried off after lessons only
* Changing rooms are not available before lessons
* Entrance through main doors
* Parents must wait in cars or outside during lesson and will be allowed into building just before their child’s lesson finishes.
* Only 2 classes will run at any one time.
* Classes are limited to 6 pupils per teacher.
* Lesson duration may be reduced slightly to include safe change-over time between lessons to avoid crowds gathering.

Newport (Maes Ebbw School):

**Pool Currently closed**

Newport (Serennu Children’s Centre):

**Pool Currently closed for Swimming Lessons**

**Bubble Tots Lessons (Under 3 years)**

No Under 3’s lessons are currently running.

**Swimming Lessons (3+ years)**

Prior to all lessons, the child’s parent/guardian must:

* read this policy in full.
* Complete the COVID-19 health questionnaire (sent via email 48 hours before your start date, and must be returned on arrival) (we will also have copies available to complete at the venue if you do not have a printer to return a form.
* Should a learner fail to return the COVID-19 Health Questionnaire form or have any symptoms of Covid-19 they will be refused access to the pool, should book a test and go home to self-isolate.
* Read the course and venue specific procedures for their lessons as necessary which will be emailed prior to the course or available to read and discussed at the start of the first day of a course.

On arrival at lessons:

* We require children to arrive around 5 minutes before their lesson to ensure we can get them ready and waiting on poolside for their lesson to start and ensure crowd gathering at change over periods is reduced to a minimum so social distancing rules can be adhered to
* Only one parent/guardian is permitted to attend the venue and we highly advise not bringing any non-swimming siblings to lessons where practical.
* All children and parents/guardians will be temperature tested using a forehead infrared thermometer. Any high temperature readings will result in being refused entry to the pool and advised to go home and self-isolate and get a COVID-19 test.
* Parents/Guardians must ensure children arrive ‘beach ready’ to the lessons as no access will be granted to the changing rooms before lessons.
* We advise parents to shower children at home prior to attending class.
* Children will be allowed onto poolside and queue up to enter the pool whilst maintaining social distancing and will enter the pool one at a time or spaced out across poolside.
* We will refrain from parents accessing poolside at the start of lessons as much as possible due to change over periods between classes to reduce crowds gathering and ensure social distancing is maintained.

During lessons:

* Children will remain in the same class throughout delivery of the lesson.
* Children under 11 do not need to socially distance from each other or from adults but teachers will do their utmost to ensure as much social distancing is carried out throughout the lesson.
* Children over 11 years old will need to social distance from all others in the pool including the teacher.
* Lessons have been planned to reduce the risk of COVID-19.
* Teachers will be in the water for stages 1-3 if necessary, to support the children but rather than face to face interaction they will try to support from behind the child or from the side to reduce face to face contact.
* No spectating by parents/guardians. We recommend spectators wait outside or in their car and the staff will come and collect you in an emergency/toilet breaks etc.
* All parents/guardians must stay on site and in a close proximity of the pool in case of emergency/toilet breaks etc.
* Staff will be positioned at separate sides of the pool to ensure social distancing between staff is maintained.
* Extra buoyancy / flotation aids are provided to allow teaching from the poolside or in the pool where required.
* Teachers will have a woggle to hand to assist any struggling swimmers.

After Lessons:

* Parents will need to wear a mask/face covering and are always permitted to collect their child on poolside whilst maintaining social distancing.
* We highly recommend parents/guardians wrap their child up in a towel/dressing gown/onesie and refrain from entering the changing rooms after lessons (whilst some facilities have given access, some have refused to allow us to have the changing rooms).
* Where changing rooms are available to use, no showering after lessons are permitted and parents have a maximum of 5 minutes to use the changing facilities to dry their child off and wrap up warm whilst maintaining social distancing and wearing a face covering/mask.
* Parents/children will leave through another exit to ensure one-way systems are in place to minimise the risk of crowds gathering at the entrance.

**Suspected Case of COVID-19 during Lessons**

In the event of someone suspected of having COVID-19 during a lesson, that individual child will be isolated at one end of the pool to ensure the safe exit of all other children and once everyone has left, the individual child will be allowed to leave and advised to self-isolate and get a COVID-19 test. After that child has left, staff will deep clean all surfaces wearing appropriate PPE and will also have to self-isolate and get a COVID-19 test. Lessons may be stopped for a short period of time until tests are all clear and deep cleaning/sanitisation has been carried out by venues and confirmed we can return to the pool.

**Lost Property**

Due to the recent COVID-19 pandemic we are unable to keep any lost property or items left behind at the venue so we ask all parents to ensure they take their belongings as we will unfortunately have to dispose of any items left at the venue at the end of each day.

**Safety Signs**

We will ensure there are ample safety signs positioned around the pool and access to the pool/venue to show safety rules and the one-way system.

**Emergencies & Medical Conditions**

* Terms and conditions of swimming lessons to require parent/carer to inform CB Training of any medical conditions.
* Swim teachers are informed of any specific disability or medical conditions such as epilepsy (and lifeguards are made aware also). Medical conditions to be recorded on learn to swim software / portals as appropriate.
* Assistance/support in the water maybe required from the parent /guardian for children with specific conditions such as ADHD, Autism, ADD.
* AED is in place at all venues.
* Staff have received training on dealing with emergencies during COVID-19 including CPR and First Aid wearing appropriate PPE.

**Data Protection**

On class booking, parents and children who attend lessons are required to provide personal information. All data is stored on a password protected computer, or in a locked filing cabinet.

Please visit our website for full GDPR Policies: <https://cbtraining.org/policies>

**NHS Track & Trace**

We are committed to assisting in NHS Track and Trace to help prevent the spread of COVID-19. The swimming lesson registers, will detail learners who attended lessons on a particular day/time. This data is kept for 21 days in line with the government guidance to support Track and Trace. After 21 days this data will not be shared with the NHS Track and Trace. This information will only be shared with third parties such as the pools we use and the NHS Track and Trace under the guidelines published by the Welsh/UK Government.

To withdraw from your data being used for NHS Track and Trace systems please send an email to [chris@cbtraining.org](mailto:chris@cbtraining.org)

Or Write to us at:

*CB Training Services Limited  
10 Ty Gwyn Road  
St Dials  
Cwmbran  
NP44 4AB*

**Failure to comply with Policy**

Anyone found not complying with our COVID-19 Policy and risk assessments will be asked to leave the venue and their child removed from swimming lessons. Safety is our utmost importance.

**Monitoring and Review**

This policy was written by Chris Bateman in September 2020.

This policy will be reviewed initially after each course and when there is an update from the government and the awarding organisation policies.

|  |  |  |  |
| --- | --- | --- | --- |
| Review no. | Date of review: | Purpose & Details of change | Initial |
| 20.2 | 12/10/2020 | * The addition of Monmouth Girls School details for the reopening of lessons on 17.10.2020 * On arrival to lessons updated with requirement of 5 minutes beforehand to help with changeover periods | CB |
| 20.3 | 29/11/2020 | * The addition of Crownbridge School details for the reopening of lessons on 04.12.2020 * Staff section – small correction – staff arrive in uniform so changing at the pool is reduced * Hygiene section – Addition of hand sanitiser before leaving pool * Equipment section – renumbered correctly each bullet point * Suspected case of COVID at pool section – small typing error corrected | CB |

**Appendices**

****

****

****

****

****

****