



COLLETON POOL – SPOTTERS GUIDE 2026

1. Unlock the pedestrian and car park gates.
2. Access the pool via the side gate using the padlock.
3. Keys to the changing room are kept in the top key box.
4. Please be careful not to share codes with children.

Opening Pool - Children must remain behind the white barrier while the pool is prepared for opening.

- **Check black board to ensure pool is deemed ready to OPEN**
- Check for inclement weather; water clarity, structural damage
- Open changing room doors and gate (there must always be two access routes available)
- Collect the lockable file box, first aid box and red rucksack containing emergency silver foil blankets/ice packs from female changing room
- Remove spotters folder - this contains all the operating procedures, registered spotters etc
- Spotters set up on the far side of the pool (white wall), chairs and umbrellas are available.
- Ensure adequate sun protection
- Remove pool cover, insert steps.

Swim Register and rules

- Ensure swimmers names are on the swim register and that the column regarding medical conditions are completed.
- As children enter / leave the pool, keep a record of who is in the water. A maximum of 30 people are allowed in the pool at any time.
- For Year 5 and 6 swimmers without parents – check that the children are listed as having consent to swim alone before they enter the pool. The parent phone number should be on the register.
- Check if swimmers are registered on the swim register. If not, request that they register on the pool website (this can be done from a mobile phone; this allows us to be aware of medical conditions). This should be done before the children get in the pool.
- **Adults who intend to swim are not to change in the change rooms.** Adults are advised to arrive pool-ready or use the pool-side or disabled toilets to get changed. If a child needs assistance, adults must assist them in the toilets, not the change rooms. School aged children are expected to change themselves and do so during school swimming sessions.
- Spotters must be watching the water throughout the session; we advise other adults to sit on the other side of the pool to reduce distractions.
- Using mobile phones is not permitted.
- Spotters must not be responsible for children under 8 years old attending the pool either as swimmers or poolside. Please deputize another adult to look after your child to ensure adequate supervision of the pool is maintained.

- Any nursery aged children must be accompanied by an adult in the pool while they are swimming. An adult can be considered a person 16 or over but must be listed in the Swimmers Register and counted towards the bathing load. The accompanying adult must not enter the change rooms.
- In the event of an incident the assistant spotter can take over supervision of the pool.
- In the event of a serious incident the pool should be vacated and swimmers leave the pool area.
- A defibrillator is located on the front gate - entrance to the school.
- A phone is available in the female changing room.
- The pool must be closed immediately in the case of contamination (vomit, faeces, blood).
- Rules are clearly signposted in the pool area. Spotters are there for safety and to encourage appropriate behaviour. Behaviour management is the responsibility of the parent/carer, but the spotter may ask a child to leave the water if behaviour is persistently inappropriate.

Closing the pool

- Children and toys must be removed from the pool before the cover is pulled across by 2 adults. Children should not help with this task.
- Remove the steps.
- Put items, including the parasols, back in the female changing rooms.
- Ensure changing rooms are empty, remove rubbish and lock doors.
- Throw away any damaged pool toys. A large bin is located in the bromine pump room.
- Empty the trays of particles after each session.
- Lock gate and store keys in key lock box.
- Ensure pedestrian and car park gates are LOCKED.
- Inform the pool committee if there are any concerns or first aid items used.