



مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

SWIMMING POOL USE POLICY

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Applies To	All students, staff, parents, visitors, contractors and external users

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1. PURPOSE AND POLICY STATEMENT

- 1.1 New Horizon School is committed to providing a safe, supervised and enjoyable aquatic environment for its students and for every person who uses the School's swimming pool. Swimming is a valuable life skill, and in Bahrain, an island nation, it is also a vital water-safety skill.
- 1.2 Drowning is fast and silent. This policy therefore places **supervision, prevention, preparedness and compliance** ahead of convenience. No person shall use the pool unless the conditions in this policy are met.
- 1.3 The aims of this policy are to:
 - prevent drowning, injury and illness at the pool;
 - comply with the requirements of the Ministry of Education (MOE), Kingdom of Bahrain, and other competent authorities;
 - set clear standards for access, supervision, water quality, emergency response and record keeping; and
 - protect the welfare, dignity and privacy of all students, in line with the School's child protection obligations.
- 1.4 **Golden rule: the pool is closed unless a qualified lifeguard is on duty and the pool is open under this policy.**

2. SCOPE AND APPLICATION

- 2.1 This policy applies to the School swimming pool, its surrounding deck and pool-side areas, changing rooms, showers, toilets, plant and chemical storage rooms, and all equipment used for aquatic activities.
- 2.2 It applies to all users: students, teachers, instructors, lifeguards, coaches, support staff, parents and guardians, visitors, contractors, external organisations and any person authorised to use or enter the pool area.
- 2.3 It covers curriculum swimming lessons, extra-curricular activities, swimming teams and galas, school events, approved external hire (if permitted by the School), and maintenance and inspection activity.

3. LEGAL AND REGULATORY FRAMEWORK (MOE GUIDELINES)

- 3.1 This policy is based on, and shall be read together with, the following. Where two requirements differ, **the stricter requirement applies**.



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Authority / Document	Relevance to the School Pool
Ministry of Education (MOE), Kingdom of Bahrain	Directives and circulars on student safety and supervision, school health and safety, school facilities, physical education and activities, reporting of incidents, and parental communication. The School must follow the latest MOE circulars as issued from time to time.
Royal Life Saving Bahrain (RLSB) – Guidelines for Safe Pool Operation (GSPO), Type D: School Pools	National pool safety guidelines covering pool operation, lifeguarding, water quality, safety equipment, signage, emergency planning, and the annual pool safety inspection. School pools are classified as Type D.
General Directorate of Civil Defence, Ministry of Interior	Fire safety, emergency response, drowning-prevention awareness and the national emergency number 999 .
Ministry of Health	Public health requirements, first aid, infection control, and water-quality standards.
Education & Training Quality Authority (BQA)	School review framework, including health, safety and student welfare standards.
Personal Data Protection Law (Law No. 30 of 2018)	Confidentiality and lawful handling of student medical and personal information.

3.2 Key MOE-aligned requirements adopted by this policy:

- The School must provide a safe environment, and student safety takes priority over any activity, schedule or competition.
- Students must be supervised at all times by qualified, responsible adults; there must be no unsupervised access to the pool.
- The pool area must be securely closed and locked whenever the pool is not in operation or a lifeguard is not present.
- Written parental consent and relevant medical information must be obtained before a student takes part in swimming.
- Staff supervising or lifeguarding must hold current, valid certification (lifeguard, first aid and CPR/AED) and the School must keep records.
- An emergency action plan must be in place, displayed and practised through regular drills.
- All accidents and incidents must be recorded and reported, and serious incidents must be reported to the Ministry of Education promptly and in the manner it requires.
- The School must apply the annual RLSB pool safety inspection and correct all findings.



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- (i) Student privacy, dignity, gender-appropriate arrangements and cultural and religious norms of the Kingdom must be respected.

3.3 **Compliance note.** The Pool Safety Officer shall check the MOE website and circulars, and the RLSB GSPO (Type D), at the start of each academic year and after any regulatory update, and shall record any resulting changes to this policy through the review process in Section 22.

4. DEFINITIONS

Term	Meaning
Pool Area	The pool, deck, surrounds, fencing, changing rooms, showers, plant room and equipment stores.
Lifeguard	A person holding a current RLSB pool lifeguard certificate (or an equivalent accepted by RLSB/MOE) with valid first aid and CPR/AED certification, whose sole duty during use is to watch the water and respond to emergencies.
Instructor / Teacher	A qualified swimming teacher or PE teacher who delivers the lesson. The instructor does not replace the lifeguard.
Pool Safety Officer (PSO)	The staff member appointed by the Principal to manage compliance with this policy.
Non-swimmer	A student who cannot swim 25 metres unaided, or whose ability has not been assessed (Form 2).
Supervising Adult	Any adult responsible for a group of students in the pool area.
Emergency Action Plan (EAP)	The step-by-step response in Section 15.
Serious Incident	Any drowning, near-drowning, unconsciousness, spinal or head injury, fracture, hospital attendance, chemical exposure or any event likely to cause lasting harm.

5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Principal	Ultimate responsibility for pool safety; approves this policy; ensures budget, staffing and training; ensures reporting to MOE; authorises closure or re-opening after serious incidents.
Pool Safety Officer (PSO)	Day-to-day compliance; maintains logs, certificates and records; supervises lifeguards; organises drills; arranges RLSB inspection; ensures maintenance; reports hazards; approves non-routine use.



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Role	Responsibilities
Lifeguard(s)	Continuous, undistracted water surveillance; enforcing rules; performing rescues and first aid; completing pre-opening checks; closing the pool if conditions are unsafe. Lifeguards have authority to stop any activity.
Swimming Instructors / PE Teachers	Plan and deliver lessons; confirm student eligibility and consent; conduct head counts; maintain class ratios; follow the lifeguard's safety instructions; keep attendance registers.
Class Teachers / Escorts	Bring and collect students on time; hand over to the instructor; report concerns; stay as additional supervising adult where required.
School Nurse / Clinic	Hold student medical records; advise on medical conditions; provide first aid support; keep the AED and medical kit ready; assist with incident follow-up.
Facilities / Maintenance Manager	Maintain pool structure, plant, filtration, electrical and fencing; manage water treatment through a competent person; keep maintenance records; report defects immediately.
Parents / Guardians	Provide accurate consent and medical information; ensure appropriate swimwear; inform the School of changes in health; reinforce water-safety rules at home.
Students	Follow this policy and the Pool Rules; obey lifeguard and instructor instructions; never enter the pool area unsupervised; report any concern.

6. ACCESS CONTROL AND OPENING HOURS

- 6.1 The pool area shall be **locked and secured** at all times except during approved sessions. Keys and access codes are held only by the Principal, the PSO and the Facilities Manager, and a key register shall be kept.
- 6.2 The perimeter fence and gate shall be non-climbable, of adequate height (minimum 1.2 metres or as required by RLSB), with a **self-closing, self-latching gate** that opens outward and is checked daily. Gates must never be propped open during use, except for emergency access.
- 6.3 The pool may open only when **all** of the following are met:
 - a qualified lifeguard is on duty and in position;
 - the pre-opening safety checklist (Form 3) is completed and signed;
 - water quality is within the limits in Section 13 and recorded (Form 4);
 - rescue and first aid equipment is in place and working; and
 - a teacher or instructor is present for every group of students.



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- 6.4 Operating hours are set by the Principal and displayed at the entrance. No one may use the pool outside these hours without written approval (Form 8) and full compliance with this policy.
- 6.5 Students may enter the pool area only when told to do so by their instructor, and never alone. Visitors and parents may not enter the pool deck without permission of the PSO.
- 6.6 The pool shall be closed, locked, and a “Pool Closed” sign displayed whenever the lifeguard leaves, is replaced by an unqualified person, or the pool is unsafe.

7. LIFEGUARD, INSTRUCTOR AND STAFFING REQUIREMENTS

- 7.1 At least **one qualified lifeguard** must be on poolside, dedicated solely to water surveillance, whenever anyone is in or around the water. The lifeguard must not teach, coach, mark registers or use a mobile phone while on surveillance duty.
- 7.2 A **second lifeguard** or additional trained staff member is required where the lifeguard cannot see the whole pool, or the number of bathers exceeds 30 per lifeguard, or where RLSB or MOE sets a stricter limit.
- 7.3 Minimum teacher-to-student ratios (in addition to the lifeguard) are shown below. Smaller groups shall be used where risk is higher.

Group	Maximum students per instructor / supervising adult
KG and Grades 1–2	1 : 10 (non-swimmers 1 : 6, with an adult in the water)
Grades 3–5	1 : 15 (non-swimmers 1 : 8)
Grade 6 and above	1 : 20 (non-swimmers 1 : 10)
Students with special educational/medical needs	As set in an individual risk assessment; minimum 1 : 1 where advised

- 7.4 All lifeguards and instructors must hold current certification: RLSB pool lifeguard (or accepted equivalent), first aid, and CPR/AED. Copies and expiry dates shall be recorded in the Certification Register (Form 10). Any person whose certificate has expired shall not perform that role.
- 7.5 Lifeguards must be physically fit, rest regularly (rotation after a maximum of 60 minutes continuous surveillance, or as RLSB advises), and must not be impaired by fatigue, illness or medication.
- 7.6 Where possible, lifeguards and instructors shall be of the same gender as the students in single-gender sessions, and at least one female lifeguard or trained staff member shall be available for girls’ sessions.



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- 7.7 Parent volunteers and unqualified staff may assist but do **not** count towards lifeguard or instructor requirements.

8. STUDENT ELIGIBILITY, CONSENT AND MEDICAL REQUIREMENTS

- 8.1 **Parental consent.** No student may swim until a signed Parental Consent and Medical Declaration (Form 1) is on file for the current academic year. Students without consent shall not enter the water and will be given an alternative activity.
- 8.2 **Medical information.** Parents must disclose conditions such as asthma, epilepsy, heart conditions, diabetes, allergies, skin, ear or eye conditions, and any other condition affecting safe swimming. The School nurse shall review the declaration and advise the PSO.
- 8.3 **Swimming ability assessment.** Each student's ability shall be assessed (Form 2) before regular use. Non-swimmers and weak swimmers must remain in designated shallow areas, use approved flotation aids as directed by the instructor, and be supervised closely.
- 8.4 **Fitness to swim.** A student shall not swim if he or she has any of the following, unless cleared by a doctor:
- fever, vomiting or diarrhoea (not before 48 hours symptom-free, or longer on medical advice);
 - open wounds, infectious skin conditions, ear or eye infections;
 - recent seizure, fainting, or an unstable medical condition;
 - recent heavy meal or strenuous exercise, which may cause cramps or discomfort.
- 8.5 Students with asthma must have their reliever inhaler on the pool deck. Students at risk of anaphylaxis must have their auto-injector available, and staff must know where it is.
- 8.6 Students must never be forced into the water. A student who is afraid or unwell shall be supported kindly and may sit out, with supervision.
- 8.7 Parents may withdraw consent at any time by writing to the School.

9. SUPERVISION AND SWIMMING SESSION PROCEDURES

- 9.1 **Before the lesson:** the instructor checks the class list against consents and medical notes; the lifeguard completes the pre-opening checks; the instructor briefs students on rules, depth zones and the emergency whistle signal.
- 9.2 **Entry:** students enter in an orderly line, only when instructed. Walking only, no running. Students enter feet-first in shallow areas unless instructed otherwise.



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- 9.3 **Head counts:** the instructor must count students **on entry, at regular intervals (at least every 10 minutes), when changing activity, and on exit**, and record the count on the Attendance Register (Form 5). A buddy system shall be used for older students.
- 9.4 **Zones:** students shall stay in the zone designated for their ability. Depth markers and lane ropes must be visible. Diving is permitted only in areas of safe depth, under instructor direction, and only after a safe-diving briefing.
- 9.5 **Lifeguard authority:** a whistle or other agreed signal means all students stop immediately, stay still, and listen. The lifeguard may stop any lesson at any time and the instructor must comply.
- 9.6 **Lesson length and rest:** sessions should include rest breaks and water, especially in hot weather. Sessions should not exceed 45–60 minutes for younger students.
- 9.7 **Exit:** students leave only when told, are counted out, and are escorted to the changing rooms. The instructor must confirm nobody remains in the pool or changing area before locking.
- 9.8 **Swimming teams, galas and training** must have an approved plan, a risk assessment, additional supervision, and all the safeguards in this policy.
- 9.9 Mobile phones, cameras and personal devices are not permitted to be used by supervising staff for personal purposes while on duty.

10. POOL RULES AND CODE OF CONDUCT

- 10.1 The Pool Rules shall be displayed at the pool entrance and on the deck in English and Arabic. All users must obey them:
- Never enter the pool area or water without a lifeguard on duty and permission from your instructor.
 - Walk, do not run, on the pool deck. No pushing, dunking, rough play or horseplay.
 - Listen to and obey the lifeguard and instructor at all times.
 - Stay in your designated area and do not enter water deeper than your ability allows.
 - No diving in shallow areas. No jumping in without permission.
 - Shower before entering the pool and use the toilet before swimming.
 - No eating, drinking (other than water), chewing gum, glass items or sharp objects on the pool deck.
 - Do not hold anyone under the water or hold your breath excessively (no breath-holding or blackout games).
 - Do not swim if you are ill, have open wounds, or feel unwell.
 - No jewellery or items that can cause injury. Report lost items to staff.



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- Report any injury, hazard or emergency to the lifeguard immediately.
 - Cameras, phones and recording devices are prohibited in the pool area and changing rooms unless authorised by the Principal.
- 10.2 Misbehaviour shall be dealt with under the School's behaviour policy. Dangerous or repeated misbehaviour may result in a temporary or permanent suspension from pool use, and parents shall be informed.

11. DRESS CODE, HYGIENE AND CHANGING ROOMS

- 11.1 Swimwear must be modest, appropriate, and suitable for swimming, in line with the cultural norms of the Kingdom of Bahrain and the School's uniform standards. Full-body swimsuits and modest swimwear are permitted. Swimming caps are recommended and may be required for long hair.
- 11.2 Students must shower before entering the pool, and wear sun protection (such as a rash vest or UV-protective swimwear) where relevant.
- 11.3 Changing rooms must be clean, well ventilated, non-slip, and **separate for males and females**. Supervision of changing rooms must preserve students' dignity and privacy: staff must not change or shower with students, and supervising entry must be limited to what is necessary for safety and carried out by appropriate staff.
- 11.4 Students may be assisted with changing only where a clear need exists (for example, very young children or students with disability), with the knowledge of parents and in line with Section 12.
- 11.5 Footwear suitable for wet floors should be worn between the changing room and the pool. Students must dry off, dress and hydrate before returning to class.
- 11.6 Anyone who has had a faecal or vomiting incident in the pool must report it immediately (see Section 13.9).

12. CHILD PROTECTION AND SAFEGUARDING

- 12.1 All adults who work with students at the pool must have been through the School's safer-recruitment checks and be trained in the School's child protection policy.
- 12.2 A **minimum of two adults** must be present at all times when students are in the pool or changing area; one adult shall never be alone with a student or a small group in a changing room, plant room or any enclosed space.
- 12.3 Photographing or filming students at the pool, including by parents and visitors, is prohibited unless authorised in writing by the Principal for a specified purpose (for example, a gala), with parental permission. Staff must never take images on personal devices.



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- 12.4 Physical contact when teaching swimming or giving first aid must be appropriate, necessary and explained to the student. Rescue and first aid take priority in an emergency.
- 12.5 Staff must report any concern about a student's welfare, or about adult conduct, to the Designated Safeguarding Lead (or Principal) immediately, in line with the School's child protection policy and MOE requirements.
- 12.6 Windows, doors and glass panels to the pool and changing area must protect privacy while allowing safe supervision.

13. WATER QUALITY AND CHEMICAL SAFETY

- 13.1 Water treatment shall be carried out by a trained, competent person. Water quality must be tested **before opening, at least every two hours during use, and after any incident**, with results recorded in the Water Quality Log (Form 4).
- 13.2 The following minimum standards apply (or stricter standards required by RLSB / the Ministry of Health):

Parameter	Acceptable Range	Action if Outside Range
Free chlorine	1.0 – 3.0 mg/L	Adjust dosing; close pool if below 1.0 or above 5.0 mg/L until corrected
Combined chlorine	Not more than 0.5 mg/L	Shock dose / dilution; retest
pH	7.2 – 7.8	Adjust; close if below 7.0 or above 8.0 until corrected
Total alkalinity	80 – 120 mg/L	Adjust and retest
Water temperature	26 – 30 °C (indoor/outdoor target); not above 32 °C for lessons	Review session length; cool or suspend if too hot
Water clarity	Main drain and pool floor clearly visible from the deck	Close immediately until clear

- 13.3 If any reading is outside the safe range, the lifeguard or PSO must clear the pool, close it, record the fault and re-open only after corrective treatment and a satisfactory retest (Form 11).
- 13.4 Chemicals shall be stored in a locked, ventilated, labelled room, accessible only to trained staff. Incompatible chemicals (for example, acids and chlorine) must be stored separately and never mixed. Safety Data Sheets (MSDS) must be available, and personal protective equipment (gloves, goggles, apron/mask) must be used when handling chemicals.



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- 13.5 Chemicals must never be handled, topped-up or delivered while students are in or near the pool area.
- 13.6 A spill or gas release is an emergency: clear and evacuate the area, ventilate if safe, close the pool, call Civil Defence (999) if required, and follow the EAP.
- 13.7 Filtration and circulation plant must run continuously and be maintained. Backwashing and cleaning must be recorded.
- 13.8 Cleaning of the deck, changing rooms and toilets shall be carried out daily and recorded.
- 13.9 **Faecal or vomit incident:** clear the pool, close it, remove solids using a dedicated net, disinfect and re-treat in accordance with RLSB / Ministry of Health guidance, and re-open only after the required contact time and a satisfactory retest.

14. FACILITY, EQUIPMENT AND ENVIRONMENTAL SAFETY

- 14.1 **Safety equipment** must be present, accessible, in good condition and checked daily (Form 3):
- rescue tube(s), reaching pole(s) and a throwing aid (ring buoy with line);
 - a spinal board with head immobiliser and straps;
 - an automated external defibrillator (AED) and resuscitation pocket masks;
 - a fully stocked first aid kit and blankets;
 - a working telephone or radio with emergency numbers displayed;
 - an emergency alarm or whistle;
 - flotation aids suitable for students' ages and ability.
- 14.2 **Signage** in English and Arabic must be displayed: pool rules, depth markings (on edge and wall), no diving areas, emergency procedures and emergency numbers, "Pool Closed" and "No Lifeguard – No Swimming" signs, and chemical hazard signs.
- 14.3 **Structure and surfaces:** deck surfaces must be non-slip, free of cracks, obstruction and standing water. Pool edges, steps, ladders, handrails and lane ropes must be secure. Drain covers must meet anti-entrapment standards and be intact; damaged covers require immediate closure.
- 14.4 **Electrical safety:** all electrical equipment near water must be protected by residual current devices (RCD), be of appropriate IP rating, and be inspected by a competent electrician at least annually. No portable electrical equipment may be used within the pool area unless safe.
- 14.5 **Heat, sun and weather:** outdoor swimming in Bahrain's summer carries risks of heat exhaustion, dehydration and sunburn. Shade shall be provided where possible, water must be available, and the PSO shall suspend or shorten sessions in extreme heat. The



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pool shall also be closed during lightning, thunderstorms, dust storms, strong winds or low visibility.

- 14.6 **Lighting:** pool and deck lighting must provide adequate visibility for surveillance, and the pool shall not be used after dark unless lighting meets standards and a risk assessment has been completed.
- 14.7 **Housekeeping:** equipment must be stored safely, with no trip hazards on the deck. Glass is prohibited.
- 14.8 **Defects:** any hazard must be reported to the PSO immediately; the affected area (or the whole pool) must be closed until repaired. Maintenance and equipment inspections shall be recorded monthly (Form 12).
- 14.9 **CCTV,** where installed, shall cover entrances and the deck but not changing rooms, and shall be used in accordance with data protection and privacy rules.

15. EMERGENCY ACTION PLAN

- 15.1 An Emergency Action Plan (EAP) shall be displayed at the pool and every lifeguard, instructor and relevant staff member must know it. The EAP is as follows:

Step	Action
1. RECOGNISE	Lifeguard identifies a swimmer in difficulty, unresponsive or injured. Blow the whistle: three long blasts or the agreed emergency signal.
2. CLEAR & SECURE	Instructor clears all other students from the water and counts them on the deck with a teacher; students stay seated and supervised away from the casualty.
3. RESCUE	Lifeguard performs a safe rescue using rescue equipment (reach, throw, wade, swim). Suspected spinal injury: stabilise, and use the spinal board; do not move unnecessarily.
4. CALL	A designated adult calls 999 (Bahrain emergency services) immediately, then informs the School clinic and Principal. State the location, the nature of the emergency and the number of casualties. Send someone to the gate to meet the ambulance.
5. CARE	Provide first aid: check airway, breathing, circulation. If not breathing normally: start CPR and use the AED without delay. Continue until paramedics arrive or the casualty recovers.
6. COMMUNICATE	The Principal (or deputy) contacts parents/guardians immediately and honestly. A staff member accompanies the student to hospital with the medical form and stays until a parent arrives.
7. SECURE & REPORT	Close the pool and secure the scene. Complete the Incident Report (Form 6). Notify MOE as required (Section 17). Do not re-open until the Principal authorises.



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Step	Action
8. REVIEW	Hold a debrief within 48 hours, provide support to affected students and staff, record lessons learned and update this policy if needed.

- 15.2 **Evacuation:** in the event of fire, chemical leak or building emergency, all persons leave the pool area by the nearest safe exit and assemble at the School's assembly point. The instructor takes the register and the head count before reporting to the Principal.
- 15.3 **Emergency numbers** (999 and School emergency contacts) must be displayed beside every telephone at the pool. A working telephone or radio must be accessible at all times.
- 15.4 Emergency drills shall be practised in accordance with Section 20.

16. FIRST AID AND MEDICAL RESPONSE

- 16.1 At least one person holding a current first aid and CPR/AED certificate must be present whenever the pool is in use (the lifeguard satisfies this requirement).
- 16.2 The AED and first aid kit shall be inspected weekly, and replenished immediately after use. Expired items shall be replaced.
- 16.3 Every injury, however minor, shall be logged by the School clinic. Parents shall be informed the same day of any injury, and immediately of anything beyond minor first aid.
- 16.4 Any student who has been in difficulty in the water, even if apparently recovered (for example, after inhaling water), must be medically assessed, and parents informed, because complications can appear later.
- 16.5 Students' emergency contact details and medical information must be available at the pool in a sealed, readily accessible folder, handled in line with Section 21.

17. INCIDENT REPORTING AND INVESTIGATION

- 17.1 All accidents, injuries, near misses, rescues, equipment failures and rule breaches must be reported to the PSO and recorded on the Incident Report (Form 6) **on the same day**.

Level	Description	Action
Minor	First aid only, no lasting harm	Record; inform parent same day
Moderate	Needs medical review or leaves lesson	Record; call parent immediately; PSO review



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Level	Description	Action
Serious / Critical	Rescue, resuscitation, unconsciousness, spinal/head injury, fracture, hospital transfer, chemical exposure or death	Follow EAP; call 999; notify Principal and parents immediately; close pool; report to MOE as soon as possible and in the manner and timeframe MOE requires ; preserve evidence; full investigation

- 17.2 The Principal (or a person appointed by the Principal) shall investigate every serious incident and near miss, identify the causes, and put corrective actions in place. A summary of lessons learned shall be shared with staff.
- 17.3 Where the incident involves Civil Defence, the police, the Ministry of Health or another authority, the School shall cooperate fully and keep a record of all communications.
- 17.4 Following a serious incident, the pool shall remain closed until the Principal confirms that the cause has been addressed and, where applicable, an inspection has been carried out.
- 17.5 Counselling and support shall be offered to students, parents and staff affected by a serious incident.

18. STUDENTS WITH SPECIAL EDUCATIONAL OR MEDICAL NEEDS

- 18.1 The School is committed to inclusion. Students with disability or special educational or medical needs shall be given the opportunity to take part in swimming where safe, after an **individual risk assessment** involving parents, the SEN/inclusion coordinator, the School nurse and, where necessary, the student's doctor.
- 18.2 The risk assessment shall specify the supervision ratio, flotation or other equipment, communication arrangements, changing assistance, emergency plan and any limits on activity. Students with epilepsy, cardiac conditions or similar conditions shall swim only with medical clearance and with close, dedicated supervision.
- 18.3 Reasonable adjustments shall be made to facilities, equipment and lessons, and student dignity and privacy shall be maintained at all times.

19. USE BY STAFF, VISITORS, EXTERNAL GROUPS AND EVENTS

- 19.1 **Staff use:** staff may use the pool for personal swimming only if specifically authorised by the Principal, in designated hours, with a qualified lifeguard on duty, and in accordance with all safety rules. Staff must not bring their children or guests unless authorised.



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- 19.2 **Parents and visitors:** may enter the pool deck only with permission and under the supervision of School staff. They must follow the Pool Rules, and the child protection and photography rules in Section 12.
- 19.3 **External hire or use** (clubs, coaches, other schools, camps, events) is allowed only if approved by the Principal, and the organiser has submitted the Request to Use Pool (Form 8), the Waiver and Indemnity (Form 9), evidence of insurance and certificates of lifeguards and coaches, and a risk assessment. Such users shall comply with this policy, and a School representative shall be present throughout.
- 19.4 **Contractors** working in or near the pool must hold a permit to work, comply with safety instructions, and complete work only when the pool is closed to users.
- 19.5 **Events, galas and open days** require an event risk assessment, a spectator management plan, crowd control, extra lifeguards and first aid cover, and prior approval from the Principal.
- 19.6 The School shall not allow unsupervised use of the pool by any person at any time, including during school holidays and weekends.

20. TRAINING, DRILLS AND COMPETENCY

- 20.1 All pool staff shall receive induction on this policy, the EAP and the equipment before starting work, and refresher training at least annually.
- 20.2 Lifeguards shall complete regular in-service training (minimum monthly practice of rescue, spinal management, CPR/AED), recorded in the training log.
- 20.3 **Emergency drills:** a full EAP drill must be run at least **once per term**, and a drill specific to a chemical leak or evacuation at least once per year. Results shall be recorded on the Emergency Drill Record (Form 7), including response times and improvements required.
- 20.4 All teaching and support staff who accompany students shall be briefed on the pool rules and their responsibilities.
- 20.5 Students shall receive age-appropriate water-safety education covering pool rules, recognising danger, emergency signals, and basic survival skills.
- 20.6 Certification of every lifeguard, instructor and first aider shall be tracked in Form 10, and expired certificates shall result in immediate removal from duty until renewed.

21. RECORD KEEPING AND DATA PROTECTION

- 21.1 The following records shall be maintained and kept for at least **five years** (or longer if the law or MOE requires it): consent and medical forms, assessment records, attendance registers, water quality logs, daily checklists, maintenance records, drill



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records, incident reports, certification registers, training records, hire requests and inspection reports.

- 21.2 Student medical and personal information is confidential and shall be collected, stored and shared only for safety and welfare purposes, in line with the Personal Data Protection Law (Law No. 30 of 2018) and the School's data protection practice. Access shall be limited to staff who need it.
- 21.3 Records shall be available for inspection by MOE, RLSB, BQA, Civil Defence and other authorities as required.

22. INSPECTION, AUDIT AND POLICY REVIEW

- 22.1 **Daily:** pre-opening checklist (Form 3) and water tests (Form 4).
- 22.2 **Weekly:** first aid kit, AED and rescue equipment check.
- 22.3 **Monthly:** maintenance and equipment inspection (Form 12), with a review of incidents and logs by the PSO.
- 22.4 **Termly:** emergency drill (Form 7) and a report to the Principal.
- 22.5 **Annually:** the School shall arrange the RLSB pool safety inspection (and any other mandatory inspection), correct all findings and keep the certificate and report on file. The Principal shall review this policy each year.
- 22.6 The policy shall be reviewed earlier if there is a serious incident, a change in law, an MOE or RLSB update, or a significant change in the facility.

23. NON-COMPLIANCE

- 23.1 Any breach of this policy is a serious matter, because lives may be at risk. Staff who breach it may face disciplinary action under the School's HR procedures.
- 23.2 Students who breach it will be dealt with under the behaviour policy and may be excluded from pool activities.
- 23.3 Visitors, parents or external users who breach it may be asked to leave and may have their access withdrawn.
- 23.4 Anyone who sees unsafe practice has a duty to stop the activity and report it immediately, and no person shall be penalised for reporting a concern in good faith.

24. POLICY APPROVAL

This policy has been reviewed and approved for implementation at New Horizon School.

Role	Name	Signature	Date
Pool Safety Officer			



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Role	Name	Signature	Date
School Nurse			
Vice Principal			
Principal (Approval)			

ANNEX A: LIST OF FORMS (SEPARATE FILE)

The following forms are provided in the separate file “New Horizon School – Swimming Pool Forms and Requests” (NHS-POOL-FORMS-01):

Form	Title	Used By / When
Form 1	Parental Consent and Medical Declaration	Parents – annually, before any swimming
Form 2	Student Swimming Ability Assessment	Instructor – on entry and each term
Form 3	Daily Pre-Opening Pool Safety Checklist	Lifeguard / PSO – daily
Form 4	Water Quality Log	Lifeguard / Operator – every 2 hours
Form 5	Pool Attendance and Head Count Register	Instructor – every session
Form 6	Incident / Accident Report	Any staff – same day
Form 7	Emergency Drill Record	PSO – each drill
Form 8	Request to Use Pool (Special / External / Event)	Applicant – before any non-routine use
Form 9	Visitor / External User Waiver and Indemnity	External users and approved visitors
Form 10	Lifeguard and Staff Certification Register	PSO – updated continuously
Form 11	Pool Closure and Re-opening Notice	Lifeguard / PSO – whenever closed
Form 12	Monthly Maintenance and Equipment Inspection	Facilities Manager / PSO – monthly