



THE SWIM WITH STYLE WAY  
HANDBOOK





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## Welcome to Swim with Style

We have been running swimming lessons for over 25 years and have an enviable reputation for delivering high quality Swimming Lessons to all levels. With flexible teaching hours to fit around your lifestyle, you'll enjoy the satisfaction of a work-life balance whilst teaching an incredible and important life skill.

Our lessons run term time only, perfect if you have little ones to look after in the school holidays. We also offer holiday courses for optional extra hours if wanted.

Many of our hours are after school and at weekends, or if you choose to qualify in baby and pre-school then these hours would be available during the daytime.

**You too could be part of our professional team giving many people in the area the chance to be water safe and perhaps go on to greater swimming related achievements.**

### **Did you know?**

All STA qualifications are on the national framework at level 2 or above, meaning you don't need to train to become an assistant first with STA - upon successful completion of the STA Level 2 Award in Teaching Swimming qualification, you will be qualified to teach swimming straight away without the need of supervision!

### **START WITH**

#### **STA Level 2 Award in Teaching Swimming**

This is the first step you'll need to take to become a fully qualified swimming teacher with STA.

The Award will develop your vocational skills and technical knowledge, so you can teach your very own class of 12 participants from non-swimmers/beginners up to improvers (children and adults).

### **PROGRESS TO**

#### **STA Level 2 Certificate in Teaching Swimming**

Take the next step and progress as a swimming teacher, retaining your class by offering advanced lessons, extended skills, and advanced awards. Those who are interested in taking on the Certificate course can also take advantage of 12 months of free CIMSPA affiliate membership with access to a wide range of benefits from the professional development body, once they're qualified.





## **Interview**

Where possible, two interviews are conducted for prospective members of staff. The first is an office based interview in which the prospective candidate will be interviewed by a member of the senior staff. In this interview, the candidate must provide a CV and relevant certificates.

The second interview is pool-based and conducted by the pool's supervisor and will last two hours. In the first hour, the candidate will shadow a swimming teacher. In the second hour, the candidate will teach two classes.

If successful, the teacher will need to email all relevant qualifications certificates, DBS check and insurance certificates to head office.

## **Induction**

During an induction of a new teacher in the first week of term, the pool's supervisor will:

Introduce the new teacher to all teachers present

Point out Fire exits in changing rooms and from poolside

Identify Emergency alarm points

Provide a tour of the Male or female changing areas

Identify where Equipment storage areas are

Discuss and instruct the teacher on the pool layout with lane ropes etc.

## **Uniform**

New teachers will be given uniform, prior to the first session, to ensure the uniform is the correct size and is comfortable for work. Glasses should be replaced by contacts or goggles where possible and normal forms of glasses should only be worn as a last resort. A copy of the pool's NOPs and EAP should be read by the teacher and can be accessed at the centre where lessons are being conducted.





## Registers

The registers with the children's names, what time they are swimming and at what level will be available prior to the lesson via Swimphony App IOS/Desktop so that the teacher can make lesson plans. The pool's supervisor will also have access to any medical issues through Swimphony App IOS/Desktop It is the responsibility of the office to ensure any new teachers are made aware of student's medical issues.

## Swimming Teachers Job Role

- Swimming teacher job role is to deliver safe, fun and effective swimming lessons.
- Motivate, educate and take a vested interest in your swimmers.
- Award swimming certificates once the swimmer has achieved the correct level, ensuring the swimmer receives their badge and certificate promptly from desk/supervisor.
- Assist the swimmer where necessary with minimal amount of body contact in accordance with child protection procedures. The swimming teacher's hands should be visible at all times.
- Arrive 10 minutes prior to the beginning of lessons, so that you can be briefed by the supervisor 5 minutes before teaching.
- Ensure the poolside is set up, ready for lessons. All floats, woggles and toys should be out at least 5 minutes before the beginning of lessons.
- Use Swimphony App to take registers and assess swimmers every lesson. Swimphony must be updated weekly, even if the swimmer has not improved.
- Always ensure the swimmer achieves the most from their lessons to fulfil their potential.
- Provide accurate, regular feedback to parents and the office.
- Do not book holidays within term times. Dates for the coming term timetable will be available at the end of the previous term.
- Notify the office before 09:30 if unable to work in an afternoon and before 15:00 the preceding day if unable to attend morning lessons.
- Always wear the correct Swim with Style uniform and be ready to enter the water to teach. A swimsuit must be worn, racer back swimming costumes are preferred, halter neck and tankinis are not acceptable beneath the Swim with Style t-shirts, all genders should wear shorts at all times when teaching.
- Act professionally at all times, whilst in uniform.
- Ensure copies of up-to-date DBS checks, insurance and certificates.





## **First Lesson Procedure**

The pupil should arrive on poolside to locate their correct class 5 minutes before the start of their lesson. The pool supervisor should be on poolside to greet the swimmer and parent and should ensure the child is appropriately dressed for the session, before leading them to their class. This includes correct swimwear, goggles and long hair should be tied back. All swimmers should shower and use the toilet.

## **Normal Operating procedures**

### **Before the lesson:**

Teachers should be on poolside a minimum of 10 minutes before the lesson is due to start. Teachers should be changed and out of the changing area before children arrive. Teachers should not get changed in the same changing rooms as students. Teachers should be dressed in their uniform on the way to work, so that they are ready on arrival. Teachers must wear a swimming costume, a Swim with Style instructor t-shirt and all genders must wear their own shorts

Teachers must ensure all their equipment is laid out, ready to start their lessons. This includes floats, lane ropes and any other equipment you may need. Students should arrive at poolside 5 minutes before their lesson. This includes correct swimwear, goggles and long hair should be tied back. All swimmers should shower before entering the water as well as using the toilet.

Pupils should be wearing the correct swimwear in the water including a swimming costume. To ensure compliance with child protection laws, female swimmers must cover their top half while swimming. Female swimmers who do not have their top halves covered will not be allowed to swim. Goggles are recommended, as are swim hats. Some pools have made swim hats compulsory so in these pools, hats must be worn or the swimmer will not be allowed to swim.





## **Normal Operating procedures - conti**

### **During the lesson:**

All children (where required) must bring their woggles and arm discs onto the poolside and wear them at all times. Teachers should have full view of the children at all times and no child should be left alone.

In situations where the poolside temperature is warm enough, children can be sat on the poolside but still ensure they have a woggle around them or arm discs properly attached.

Lessons should start promptly at their allocated time slot and in according with the clock on poolside.

Lessons should include approximately 25 minutes working on technique, confidence and stamina. The final 5 minutes should include a contrasting activity or a skill practice from the STA National Teaching Plan.

Lessons should finish on time and children should be out of the water on poolside ready for collection by parents at the end of the allotted time slot.

### **After the lesson:**

All teachers have a responsibility to keep the poolside tidy, during and after the lesson. End of the session all teachers must tidy any equipment so that the poolside is ready for the next users.

Every teacher must keep their area tidy and help to pack away the equipment at the end of the lesson, it is not just the responsibility of the pool supervisor.

Teachers must change in a separate area to the students. Alternatively, teachers can wait until the students leave and then use the changing rooms.

Teachers must never be alone with a child in a changing room. It is the parents' responsibility to ensure the child is changed properly.





## **Dealing with a complaint**

Occasionally complaints may be made about the facilities, the teachers or other children in a class. If this is the case the following procedures should be followed:

The teacher should aim to resolve the issue on poolside.

If the teacher is unable to resolve the issue, they must alert the supervisor.

This supervisor should log this on their messages form.

If the supervisor and the teacher cannot resolve the issue, the swim school office should be informed.

## **Pool closures**

Any planned pool closures i.e. for cleaning or maintenance are flagged to the office well in advance and should not clash with the internal teaching timetable. If students will miss lessons due to a scheduled pool closure, all affected should be notified as soon as possible.

Customers should not be offered refunds in the event of a scheduled pool closure but factored into the cost of the term.

In the event of an unforeseen pool closure, due to an emergency or vandalism, the office should be notified immediately. Staff on-site should apologise to any affected customers for the inconvenience.

The office should find an estimate for the duration of the pool closure and also attempt to contact all affected customers. Customers will be issued a credit note for the lessons missed due to unforeseen pool closure. Ideally, the credit note will be applied to future invoices. However, the office can issue a refund if the customer will not be attending future sessions.





## **Emergency Action Plan**

This emergency action plan should be put into action if the alarm is raised in the premises being used by the Swim with Style School.

### **Alarms**

On poolside teachers are responsible for their pupils. Teachers should await instructions from lifeguards on the premises for instructions.

Lifeguards on site will determine the scale of emergency. In most instances, teachers will lead their pupils, away from any danger, to the emergency safety points should the alarm be raised.

Staff will be made aware of emergency exit routes and safety points during their induction.

### **Swimmer in distress**

If a swimmer appears to be in danger in the water, the lifeguard or supervisor should be alerted and the staff member should attempt to throw a flotation device to help the swimmer.

Only staff with lifeguard/NRASTC training should attempt to save the child.

### **Fire**

If a member of staff comes across a fire and no alarm has been raised, the staff member should do so immediately. They should never attempt to tackle the fire. Under no circumstances should any member of staff re-enter any building after the alarm has been sounded.

### **Gas leak**

If a member of staff is aware of a gas and chemical leak, they should raise the alarm immediately. Under no circumstances should any member of staff re-enter any building after the alarm has been sounded.





### **Building failure**

If a building is deemed structurally unsound and dangerous to be in, the building should be evacuated and the emergency services contacted. Under no circumstances should any member of staff re-enter any building after the alarm has been sounded.

Contacting the emergency services and the police, fire department and ambulance services are contactable on 999 or 119. When calling the emergency services, you will be asked to provide your name, the location and details of the incident.

All Incidents should be logged and reported to the office staff.

### **Timesheets and getting paid**

All staff are hired on a Freelance agreement and must be registered as self-employed and pay will be agreed, upon successful completion of the interview process.

All staff should complete an invoice with all the hours they have worked that month from the 1st until the end of that calendar month. Invoices should be submitted on or before the last day of the calendar month (see attached template). Subsequently the poolside team will also keep a log of all hours on poolside timesheets.

### **Insurance and DBS checks**

Teachers must obtain insurance before the start of term. All teachers should be insured by either the ASA, STA or IOS. A copy of your certificate will need to be held by the office. DBS checks are required at an 'Enhanced' level as staff will be in contact with vulnerable adults and children. Ideally your DBS check should have been completed via the STA however a DBS completed via the update service is also acceptable upon disclosure of relevant details. Should a further DBS check be required the office will notify the teacher in writing.





## **Communication guidelines**

### **Using mobile phones**

Teachers should not personally hold the mobile phone numbers or email addresses of students. Teachers should not have their mobile phones with them on poolside, as their full attention should be given to the students under their supervision. Under no circumstances should the camera facility of a mobile phone be used in the changing rooms. Teachers should not take pictures of students or publish these, either in hard materials or social media, without the parent's permission. Parents have the right to refuse to have their child photographed.

### **Using social media**

Teachers should not contact students via any social media platforms. Should a young person follow or friend request you on your personal networking site, you should decline. You should not post pictures of yourself wearing the Swim with Style uniform on social media without permission from the office. When you are wearing the uniform, particularly when teaching, you are a brand ambassador and care must be taken to uphold the Swim with Style values.

### **Freelance Staff Member**

As a self-employed member of staff, you are responsible for ensuring that your qualifications, DBS and insurance certificates are valid and up to date and you alone, are responsible for fees associated with obtaining/maintaining these. You are responsible for providing your own teaching equipment and all equipment must be approved by head office and fit for use prior to lessons. Where possible and for safety only, there may be Swim with Style equipment available in the equipment store for use however, please ensure these are cleaned in-line with Covid 19 recommendations and fit for use prior to any swimming lessons.





# INVOICE TEMPLATE

Your Name  
Address Line 1  
Address Line 2  
Address Line 3  
Post Code

**Bill To:**

Swim With Style  
UNIT 11  
  
BINGSWOOD INDUSTRIAL ESTATE  
  
WHALEY BRDIGE  
  
HIGH PARK  
  
SK23 7LY

**Invoice #:**

**Invoice Date:**

**Date Due:**

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| Description | Date:    | Rate (p/h) | Total Due |
|-------------|----------|------------|-----------|
| Swim Lesson | 00/00/00 | £0.00      | £0.00     |

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Total: £000.00

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Thank you

Please pay  
Account No: 0000000000  
Sort Code: 00 00 00





|                 |  |       |  |       |  |
|-----------------|--|-------|--|-------|--|
| Lesson Ability: |  | Time: |  | Date: |  |
|-----------------|--|-------|--|-------|--|

Introduction/Recap

Main Theme

Contrasting Activity

Teachers Notes:

