

SCHOOL SWIMMING SERVICE LEVEL AGREEMENT – 2010/2011

1. LIFE OF AGREEMENT

The agreement will operate from 1 April 2010 to 31 March 2011. The agreement will be reviewed with schools prior to renewal in April 2011.

2. SUMMARY OF SERVICE SPECIFICATION

2.1 Parkwood Leisure will provide a comprehensive schools programme for all ages in line with the National Curriculum Key Stage 2 programme of study (Appendix 1) at the three Centres it currently manages in the Borough on behalf of Bexley Council. These Centres are:

- Crook Log Leisure Centre
- Erith Leisure Centre
- Sidcup Leisure Centre.

2.2 Parkwood Leisure will co-ordinate the booking of the schools swimming programme on a termly or annual basis.

3. LEGAL AND STATUTORY RESPONSIBILITIES

3.1 Parkwood Leisure will provide a safe environment for the purpose of swimming under the Health and Safety at Work Act 1974, as described in the document "Safety in Swimming Pools", prepared by the Health and Safety Commission and the Sports Council.

3.2 The School will ensure they are fully compliant with London Borough of Bexley – Guidance on safe practice in School Swimming and Water Safety.

3.3 Schools are required to purchase one Swimming Coach from Parkwood Leisure. For bookings which exceed the teacher pupil ratios in section 4, schools will either need to purchase the required number of additional Swimming Coaches through Parkwood Leisure or provide teachers who are suitably qualified.

3.4 Parkwood Leisure will provide safety procedures for School Teachers specifically for each Centre. These procedures typically incorporate normal pool and emergency operating procedures relevant to the teaching of swimming in pools operated by Parkwood Leisure.

3.5 Parkwood Leisure will provide a risk assessment in relation to School Swimming and will be regularly updated. It will be the responsibility of the lead Swimming Coach and School Teacher to ensure they are aware of the Risk Assessment and any associated risks which have been identified.

3.6 Parkwood Leisure will provide a risk assessment will which be reviewed regularly by the Centre Manager. It is the responsibility of the School Teacher to be familiar with all relevant normal/emergency operating procedures and risk assessments. Both of which will be provided to School Teachers for review and feedback to the School Swimming Coordinators.

- 3.7 School Teachers will receive an on site safety induction in which the School swimming induction checklist should be completed and signed by the School Teacher and School Swimming Co-ordinator. This should be completed prior to the swimming session. A copy should be kept by the School and Parkwood Leisure. The induction will typically incorporate Centre operating procedures in accordance with the Safer School Swimming Procedures.

4. CODE OF CONDUCT AND STAFFING ARRANGEMENTS

- 4.1 Parkwood Leisure will provide each school with a full copy of the Safer School Swimming Procedures Manual when the booking has been confirmed.
- 4.2 It is the responsibility of each School to ensure their staff are suitably qualified and are fully aware of health & safety procedures at each Centre. Further details are available in the Safer School Swimming Procedures.
- 4.3 Parkwood Leisure will provide teachers that are qualified to the ASA Level 2 to lead the session or Level 1 for assisting of a Level 2 qualified Swimming Coach. The level 2 qualified Swimming Coach is defined as the lead instructor on poolside.
- 4.4 Parkwood Leisure will provide NPLQ qualified lifeguards who will supervise the safety of pupils in the water. A full copy of the Pool Normal and Emergency Operating Procedures are available on request.
- 4.5 Parkwood Leisure will provide employees that hold a current CRB enhanced disclosure
- 4.6 The School must purchase additional swimming coaches or provide suitably qualified if the numbers exceed the recommended ratio's summarised below:
- Adult and baby groups 12:1
- Non-swimmers and beginners 12:1
- Children under the age of seven 12:1
- Improving swimmers 20:1
- Mixed ability groups 20:1
- Competent swimmers 20:1
- Further details can be found in London Borough of Bexley – Guidance on Safe Practice in School Swimming and Water Safety.
- 4.6 Bookings for swimming sessions will be confirmed on the understanding that where groups exceed the recommended ratio's
- 4.7 Parkwood Leisure will communicate details of courses being operated directly to the schools.
- 4.8 Parkwood Leisure will provide off site outreach training at the reasonable request of schools in subjects such as water safety and related swimming issues. Parkwood Leisure will also provide the appropriate number of Lifeguards at each Centre, at no additional charge.

- 4.9 Appropriate trained and qualified personnel will administer first aid treatment, as and when required.

5. CHARGING

5.1 Standard Admission

From January 2010, Parkwood Leisure will charge schools £1.40 per pupil per visit for swimming admission, which will be invoiced at the end of each calendar month. Fees and charges are reviewed annually for implementation in the month of January.

5.2 Instruction

Where the Swimming Instructors are provided by Parkwood Leisure, a fee of £9.80 will be charged for a 30-minute lesson of instruction, which will be included on the monthly invoice. This will be on the basis of a ratio's defined in section 4.

5.3 School Swimming Galas

Schools wishing to hold swimming events must make prior arrangements with the Centre management giving as much notice as possible of their intentions and provide a copy of the intended programme of events and times. A hire fee will be charged unless the gala is held within school time. Such galas can only be held with the agreement of the other schools, whose swimming time is involved.

5.4 Registration

Schools will register in the normal manner signing in each visit at Reception, listing the numbers attending. The Parkwood Leisure Schools Swimming Co-ordinator will countersign the attendance register.

5.5 Cancellation

The booking can be either for one whole term or the academic year. Schools wishing to cancel their reserved session for the next term or half term are required to give six weeks notice and schools wishing to cancel individual sessions are required to give four weeks notice. Failure to do this will result in the cancellation fee being levied.

A cancellation fee of £27.40 per individual session for the first two sessions per term and £50.00 per session cancellation thereafter will be charged at the end of each month where a booking is not honoured by the school. If Parkwood Leisure does not honour a booking, then no charges will be made to the school and re-imburement will be provided. Where a school is unable to honour a booking due to a failure in transport arrangements, Parkwood Leisure will levy the cancellation fee to the school.

6. DISPUTE/COMPLAINT RESOLUTION

- 6.1 If schools wish to make any comments or suggestions these can be made directly to the Parkwood Leisure School's Swimming Co-ordinator during or on conclusion of any lesson.
- 6.2 More serious or sensitive issues should be addressed to the Centre Manager of the respective Centre.

- 6.3 Disputes regarding charging in the first instance should be referred to the Schools Swimming Administrator at the respective Centre.
- 6.4 The School's Swimming Co-ordinator will bring complaints from Parkwood Leisure regarding behaviour or conduct to the attention of schools during or on conclusion of lessons.
- 6.5 The Centre Manager of the respective Centre will address continuous breaches of the code of conduct to schools.

7. HOW TO PURCHASE THE SERVICE

- 7.1 The person making the application for the hire of facilities in Crook Log Leisure Centre, Erith Leisure Centre and Sidcup Leisure Centre shall be deemed to be the hirer.
- 7.2 The facility shall not be deemed to be hired until a completed "hire of facilities" application form, signed by the Head Teacher or an alternative authorised person, has been submitted to the Centre of choice and authorised by the Centre Manager (see Appendix 2). Please note Parkwood Leisure reserve the right to refuse entry if the Service Level Agreement has not been signed and completed.
- 7.3 The following booking procedures will apply:

Requests for schools swimming should be submitted to the Manager of the respective Centre for the Academic Year 2010 to 2011 by 31 May 2010. Any bookings after this date will be taken subject to swimming pool availability.

Schools wishing to book swimming times at different Centres should submit separate application forms to the respective Manager. Schools are able to contact their respective Schools Swimming Co-ordinators as follows:

1. Mr Adam Maunder	Crook Log Leisure Centre	020 8304 9090
2. Mrs Marina Snelling	Erith Leisure Centre	01322 350 271
3. Mrs Marina Snelling	Sidcup Leisure Centre	020 8302 0556

Parkwood Leisure will confirm bookings to schools within two weeks of the closing date as stated above and where possible try to honour the current pattern of bookings to schools for the 2010 to 2011 academic year.

On confirmation of booking from Parkwood Leisure, schools must contact the Pupil and Student Finance Team of Bexley Council if they wish to be considered to participate in the transport to swimming 'Club' arrangements.

It is essential that the booking pro-forma indicates a termly or annual commitment.

The booking form must specify the number of Swimming Instructors that are required to be provided by Parkwood Leisure. This is in addition to the one Swimming Instructor automatically provided and charged for.

The hirer shall not sub-let the facilities to other schools or organisations and in such cases as school galas or special events shall not rearrange bookings without first gaining authorisation from the Schools Swimming Co-ordinator.

APPENDIX 1

National Curriculum Key Stage 2 Programme of Study

During the course of key stage 2, pupils will be taught to:

- Pace themselves in floating and swimming challenges related to speed, distance and personal survival;
- Swim unaided for a sustained period of time over a distance of at least 25m;
- Use recognised arm and leg actions, lying on their front and back; and
- Use a range of recognised strokes and personal survival skills, for example, front crawl, back crawl, breaststroke, sculling, floating and surface diving.
- Water Safety will be a large part of the summer programme, with visits to respective Schools to incorporate a water safety presentation at the school followed by rescue practices during their pool time.

APPENDIX 2

SCHOOL SWIMMING HIRE FACILITIES APPLICATION FORM FOR CENTRE		
Name of School		
Address of School		
Telephone Number		
Contact Person		
30 Minute Lesson	Day	Time
1 st Choice		
2 nd Choice		
Average attendance each lesson:		
Do you require Parkwood Leisure to provide additional instructors for groups exceeding the recommended ratios: 20:1 = Improver and 12:1 for Beginner.	YES/NO	
Number of additional required		
Any other requirements		
Please specify	Termly Booking/ Annual Booking	
If termly, please specify which term(s) the booking covers		

I acknowledge receipt of the School Swimming Service Agreement 2010/2011 and accept the terms and conditions therein.

Signed by Head Teacher.....Date.....

Signed by Centre Manager (on behalf of Parkwood Leisure)
Date.....

Please send completed forms to the Schools Co-ordinator at the relevant Leisure Centre.