



DARTINGTON POOL

Volunteer Handbook

Summer 2020

w: dartingtonswimmingpool.co.uk

e: DSPVolunteers@outlook.com

p: 07908 013 531

Dartington Swimming Pool Volunteer Handbook

Who are we and what do we do?

Welcome to Dartington Swimming Pool and thank you for giving your time and skills to help.

We are a friendly bunch of people, committed to providing a fun, safe, healthy experience of outdoor cold-water swimming, for everyone.

Dartington Swimming Pool is an outdoor pool nestled between a woodland stream, three schools, the village playground and football pitches in the located in the heart of Dartington village. We are a non-affiliated local community organisation run by a voluntary committee and supported by a wider network of around thirty volunteers.

The pool has always had been at the heart of the local community and has fantastic history to demonstrate this. It was dug out between 1971-1972 by a group of volunteers who thought the local children would love a pool, they all gave labour for free to dig and line the pool itself and landscape the surrounding area. Many people involved still live in the community and hold the pool close to their heart.

"I have many happy memories of summer holidays spent around the pool with friends" and "I spent morning, noon and night there in the summer holidays fantastic memories and a lovely community spirit"

We are committed to raising money so we can maintain and improve the facilities, to preserve this valuable community resource and to attract swimmers from all sections of the community.



What is the Pool Like?

The pool itself is 20 meters long, 10 meters wide and 1.85 meters at the deepest and unheated. It is open from May to September after school from 3 until 6 and on weekend afternoons. It is also a popular local hire venue and has been used for everything from filming to birthday parties. Children from Dartington Primary School and Bidwell Brook School have learnt to swim in the pool for over 50 years.

As we are bordered by three schools, our community is primarily families with children aged 3 to 11. On site there is a tuck shop, changing rooms and toilet. We have two lifeguards supervising all sessions. Many families come straight from school pick-up to the pool and playground and at 3 o'clock there is often a queue of people waiting for the gates to open.

Our pool community tell us: "This is such a wonderful space for the community to have, we come nearly every day as my children love it and it is so easy to cross to get to from school."

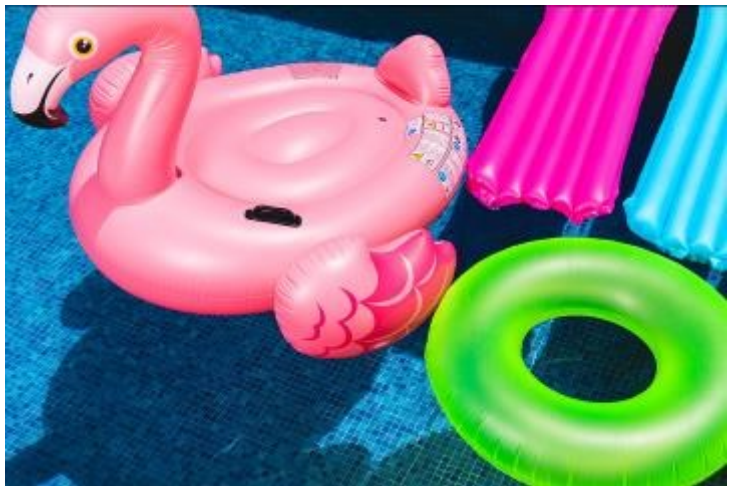
"It's very clean, there are many staff, good atmosphere, food is great value and it is fun for all at any time and for long periods of time."

"By the school & walking/cycling distance from home; Lots of friends come here; Lovely setting; Community feel - the generous spirit of the volunteers who run it shines through; Inexpensive"

Events

Every year we usually hold an annual Pool Party and Summer BBQ, End of Summer Pool Party and support the DRA Extravaganza. Over 150 people attend each of these events. Time will tell if any events will be possible this year.

We are hoping to expand our timetable of events and are always looking for new ideas, please speak to, or email one of the committee on dartingtonswimmingpool@gmail.com if you have an idea for an event.



Can I Hire the Pool Privately?

This year we are only doing private hire and family bubble bookings. As a volunteer for us, you and your family can swim for free for half an hour before your shift.

Lots of people hire the pool for parties or events outside of public opening hours, either on weekend mornings or evenings, or weekday evenings. We usually hire the pool to schools during weekdays, continuing the tradition of Dartington children, learning to swim in their local outdoor pool.

As a volunteer, you may be asked to help at one of these events.

What Jobs do Committee Members Do?

The pool is run by a committee of volunteers who meet regularly to plan events, and talk about the general running and maintenance of the pool.

The committee is made up of a variety of roles such as

Chairperson – chairs committee meetings, coordinates the actions arising from the meetings and ensures decisions made by the committee are carried out. Writes an annual report summarising all aspects of the running of the pool.

Vice Chairperson – supports the role of Chairperson and stands in when the Chairperson is absent.

Secretary – Arranges meetings; invites people; takes notes and creates action plan then sends out the minutes of the meetings/action plans by email.

Treasurer – Manages the money brought in and paid out. Pays the lifeguard wages and utilities bills and rent; produces a financial report for each committee meeting and an annual financial statement.

Tuck-shop Manager – Coordinates the buying of stock and the running of the tuck-shop.

Volunteer Coordinator – Coordinates the diary, ensuring there is always one committee member or experienced volunteer on duty plus other volunteers as needed.

Maintenance Coordinator – Coordinates the rota for cleaning and maintaining the pool. Ensures good record-keeping on pool chemicals and maintenance.

Lifeguard Manager – Manages supports and coordinates the lifeguards, writes a weekly/monthly rota, manages lifeguard performance and reports on this to the committee.

Safeguarding Leads – Supports all staff and volunteers in making safeguarding children and vulnerable adults a priority; ensuring all staff and volunteers are trained; embedding good safeguarding practice throughout the organisation; reporting any safeguarding concerns, in writing, to the relevant authorities, within the required timescales.

We are always looking for new committee members with the skills we need. We would particularly welcome anyone with experience of health and safety, running pools, financial, legal the list goes on. Anyone can apply for the officer roles above, at the Annual General Meeting (or at other times if a role becomes vacant), if you are interested in being part of the committee, please email us on dartingtonswimmingpool@gmail.com

Lifeguards

The only paid staff we have, are our team of lifeguards. We try to have two lifeguards on duty during all public opening sessions. **The lifeguards are responsible for the health and safety of all pool users at all times.** If they spot a problem, they will deal with it and report it to the volunteer/committee member on duty. If there is an accident or injury, they will administer basic first aid and/or call emergency services.

During the Covid 19 restriction period we will always have either two lifeguards and one volunteer on site to ensure safety and adherence to government guidelines.

Lifeguards may ask for your support to help them deal with problems, for example if they had to attend to someone struggling in the pool, they would need the volunteers/committee member to get all other swimmers out of the pool ASAP.

More information and detail on health and safety is contained in the Standard and Emergency Operating Procedures, which you will receive training in before you start.

How can I help?

There are various things you can do to help run the pool:

- Help in the tuck-shop
- Help on the gate
- Go shopping for things to be sold at the tuck-shop
- Help at special events such as pool parties and BBQ's
- Help with social media / website development etc.
- Help with pool cleaning and maintenance (details below)
- Help organise private bookings
- Help with fundraising
- Help with community engagement
- Help with monitoring health and safety
- Help with day to day financial management



What can you expect from us?

- A warm friendly team, always willing to listen to new ideas and understand how we can do things better.
- Clear policies and procedures.
- We aim to have at least one person on site who is DBS checked at all times. Committee members and lifeguards are DBS checked routinely.
- We try to have one committee member on site when the pool is open to the public. When this is not possible, we will try to ensure that we have an experienced volunteer on site. We will also provide the telephone numbers of committee members, who can provide advice or guidance over the phone.
- We will always provide adequate lifeguard cover to ensure the safety of all pool users. You may be asked to help monitor and restrict the numbers of swimmers on busy days.
- Training in Standard and Emergency Operating Procedures
- Role-specific one to one training and support from experienced volunteers and committee members.
- We will send you a link for online Safeguarding training, which we expect all volunteers to do.
- Safeguarding advice and support from the safeguarding leads.
- Formal and informal training and support from committee members and experienced volunteers.
- Free swimming for your children on days when you are helping out.



What do we want from you?

- To enjoy volunteering at our pool and to feel able to speak up if you have an idea, or disagree with an idea that we come up with.
- To be reliable. If someone doesn't arrive for a shift, this can mean we do not open and lead to lots of very disappointed children
- To read and stick to, our policies and procedures.
- To attend training that we provide or direct you to (online) and work cooperatively with all members of our team and the public, to make the pool a fun and safe environment.
- To challenge bullying, discrimination or abuse if you see it, or are told about it if you are the volunteer on duty. We have policies covering all these issues and telephone support from a committee member will always be provided.
- To ask for help when you need it.
- To give as much or as little time as you are able. Every little helps!
- To share your positive experiences of volunteering at the pool, as widely as possible, to raise awareness and encourage friends in parts of the community we may not be reaching, to come and meet us.

Contacting us

If you ever have any questions, want to discuss your role, offer feedback or have any concerns please don't hesitate to contact us. The best way to reach us is on 07908 013 531 or DSPVolunteers@outlook.com

Thank you for joining Dartington Pool as a valued volunteer—we look forward to having you on the team this summer and beyond.

Thank you

Terms and Conditions of Private Hire 2020

- We are operating an online only booking system this year due to the need to minimise the need for cash transactions.
- You need to book 2 days in advance, so we can ensure lifeguard and volunteer cover for your session.
- You will have access to the site for one hour only. Session times cannot be extended if you arrive late.
- We are offering 2 lanes so two households/bubbles can use the pool at the same time.
- The two households/bubbles will be separated by a one-metre lane, to enable social distancing between the two households/bubbles.
- Under no circumstances can anyone enter the central lane, for any reason.
- Do not book if anyone in your party has symptoms of Covid-19 (see <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> for a list of symptoms).
- Do not attend if anyone in your household/bubble has symptoms of Covid-19 or is self-isolating after contact with someone with Covid-19 symptoms, or have travelled from countries where the UK Government requires a quarantine period.
- Do not attend if anyone in your household/bubble is self-isolating.
- Please arrive ready to swim. Changing rooms will not be available.
- The toilet will be available and will be cleaned regularly during the session as well as between sessions.
- Whilst in the pool, you do not need to socially distance from your own household/bubble, but you will need to ensure you follow social distancing from the other family/bubble as well as staff and volunteers on site.
- The grassy areas around the pool have been divided into three sections, one for each household and one for the volunteer and their children.
- You will be allocated one of these areas on arrival and will not be permitted to enter the other areas.
- Please follow lifeguard instructions about entry and exit points from the pool.
- Pre-packaged ice-creams and drinks will be available from the tuckshop, but we will not be offering tea/coffee/hot chocolate.
- You are welcome to bring your own refreshments but glass and alcohol are both prohibited.
- You will be required to provide the names of everyone in your household/bubble when you arrive, as well as a lead telephone number so we can track and trace should the need arise.
- You will be required to sign in when you arrive. By signing in, you will be confirming that no one in your household/bubble has symptoms of Covid-19 or is self-isolating after contact with someone with symptoms.
- If anyone experiences difficulties in the pool, the lifeguards will perform a rescue with the minimum of physical contact necessary.