**Appendix 6**

**Swimtime Independent Swimming Teacher Checklist**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEACHER INFORMATION** | | | | | | | | | | |
| Name: | | | | | | Contract for services date: | | | | |
| Address: | | | | | | Emergency contact number:  Name: | | | | |
| **INDUCTION** | | | | | | | | | | |
| Provide teacher with Swimtime PSOP | | | | | | | | | | |
| **POLICIES** | | | | | | | | | | |
| Review key policies  Date: | Swimtime Contract for services  Health and Safety Policy  NOP  EAP  Incident reporting procedure  Swimming pool venue Missing Child Policy  Fluent English Speaker  Sign the Risk Assessment  Sign Lone working Policy | | | | | | | Review Date  Review Date  Review Date  Review Date  Review Date  Review Date  Review Date  Review Date  Review Date | | |
| **ADMINISTRATIVE PROCEDURES Start or Expiry date** | | | | | | | | | | |
| Review general administrative procedures  Date: | | | * Level 2 * Disclosure * Insurance * Lifesaving * Safeguarding CPD | | * swimming teacher certificate * Enhanced DBS cert Ref No * AULT exp * SAT exp * Sport UK | | | | | |
| **INTRODUCTIONS AND TOURS** | | | | | | | | | | |
| Introduce to Swimming pool venue staff and key personnel during tour | | | | | | | | | | |
| Tour of building, including:  Date: | | * Swimming pool venue * Reception * Changing Rooms * Pool | | | | * Notice board * Car parking * Equipment store | | | * Cafeteria * Emergency exits | |
| **APPOINTMENT INFORMATION** | | | | | | | | | | |
| Introductions to venue Manager, Swimming pool venue staff and any other swimming teachers  Review initial job tasks and NOP/EAP training plans.  Review Swimtime Contract for Services  Review dates and times of classes  Review invoice dates policies and procedures | | | | | | | | | | |
| **COMPUTERS** | | | | | | | | | | |
| software review, including: | | | | * e-mail * Intranet | | | * Data Protection * Register/ Download | | |  |