**Appendix 6**

**Swimtime Independent Swimming Teacher Checklist**

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| **TEACHER INFORMATION** |
| Name:       | Contract for services date:       |
| Address:  | Emergency contact number:Name: |
| **INDUCTION** |
| [ ]  Provide teacher with Swimtime PSOP |
| **POLICIES** |
| [ ]  Review key policiesDate:  | [ ] 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 proceduresDate:  | * 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
 |  |