

### Guidance for group leaders when taking groups to a SWSA Venue

- All participants must complete a Parental Consent form or a Health Declaration form before they will be allowed on to the water.
  - Parental Consent form - under 18 years old
  - Health Declaration forms – 18 yrs or over
- The group leader must remain on site during the activity as they have overall responsibility for the group during the visit which includes the group’s behaviour, whilst SWSA has responsibility for the activity and its safety.
- Leaders should ensure that their group have refreshments / packed lunch with them.
- Leaders must ensure that their group bring suitable clothing for the activities they are going to be doing, taking into account the predicted weather conditions. This must include sun block, as per the student advice sheet. Below is what each centre can provide:

Centre	Buoyancy Aids	Wetsuits	Waterproof Jackets	Water proof Trousers
Oulton Broad	✓	✓	✓	
Alton Water	✓	✓		
Deben	✓		✓	✓
Neptune	✓		✓	

No child will be allowed on the water without footwear.

- The group leader must ensure that any child who requires self administered medication brings it with them on the day and gives it to the SWSA senior instructor.
- The group leader must notify the SWSA senior instructor if they are aware of any non-swimmers within their group.
- Each session lasts 2.5hrs; the instructor will be available 15 minutes before the start of and after the session has finished to help the group get themselves and the equipment ready/put away. The timings given on bookings include the 2 x 15 minutes.
- All equipment must be put away before the group leaves the site.
- We do not recommend that students bring mobile phones, i-pods or large amounts of money but if you do, please hand them to your instructor or group leader at the start of the session. This includes expensive items of clothing such as branded trainers. SWSA cannot guarantee the safety of items left unattended in the changing rooms or any other area of our centres.
- If a child receives a bang on the head during the activity, the group leader will be given an advice sheet which they must pass to the child’s legal parent / carer