



Absence Policy

Introduction

The purpose of this document is to clearly outline the procedures to be taken in the event of either a planned or unavoidable absence from the club.

The club relies on your professional integrity and professionalism for the classes it operates on Friday evenings. Therefore, continuity of the classes is absolutely essential to ensure that the safety of and learning for the swimmers and lifesavers are maximised and any disruption is kept to a minimum.

Pre-planned absence

If you know that you are going to be away (i.e. before the next club session) then:

1. Arrange suitable cover using the Teacher or Lifeguard contact list as appropriate.
 - a. Only suitably qualified teachers (in that discipline e.g. if swimming teaching then swimming teachers) who appear on the list can be utilised.
 - b. Only lifeguards that have maintained competence and fitness through on-going training can be utilised.
2. For teachers inform Head Teacher/Coach **AND** Chairman, by email or text no later than 8pm on Thursday before the Friday club session that you will be absent and who will be covering your class(es).
3. For lifeguards inform Lifeguard Officer **AND** Chairman, preferably via email or text no later than 8pm on Thursday before the Friday club session that you will be absent and who will be covering your session(s).
4. On the Friday, contact the person to check they are still OK to cover. If not, it is your responsibility to arrange cover. If there is a problem, contact Head Teacher/Coach or Lifeguard Officer as appropriate urgently

Unplanned absence (The day of club session)

If you are going to be absent on the day of the session (i.e. a few hours before the session) then:

1. Attempt to arrange suitable cover using the Teacher or Lifeguard contact list as appropriate.
 - a. Only suitably qualified teachers (in that discipline e.g. if swimming teaching then swimming teachers) who appear on the list can be utilised.
 - b. Only lifeguards that have maintained competence and fitness through on-going training can be utilised.



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2. For teachers inform Head Teacher/Coach **AND** Chairman by phone immediately – leave a message if you cannot speak directly or send a text message. State if you have arranged cover and who it is.
 3. For lifeguards inform Lifeguard Officer **AND** Chairman by phone immediately – leave a message if you cannot speak directly or send a text message. State if you have arranged cover and who it is.
 4. In the unlikely event that you are unable to find cover, Head Teacher/Coach or Lifeguard Officer will arrange for suitable cover.

Please remember, all officers work and leaving emails on the day will not be received.
 5. The club will monitor the frequency of absence and should it be necessary, suspension or removal from teaching or lifeguarding duties will be implemented with immediate effect.