



**Hailsham Swimming Club**  
**Poolside Liaison Officer (PLO)**  
**Proposed role description**

**Background**

Since the introduction of the Covid Liaison Officers (CLOs) when we returned to the pool in July 2020, CLOs have provided invaluable support to swimmers and coaches poolside during training sessions.

In addition, whilst parents are unable to attend training sessions, having CLOs poolside provides significant comfort to parents that their swimmers are being appropriately supervised and cared for in a safe and secure environment.

Whilst CLOs may not be required in the longer term, there will continue to be significant benefits of volunteers remaining poolside during training sessions.

The Club has therefore decided to establish the role of Poolside Liaison Officer.

**Key objectives of the role**

- provide support to swimmers and coaches during training sessions
- provide support and guidance to other parents poolside, and especially new members
- provide support to ensure Club and pool provider's health and safety procedures are being followed
- provide support to ensure all swimmers are safeguarded
- ensure key tasks required by pool providers during training sessions are dealt with – this particularly applies to training sessions at Bede's

**Key responsibilities**

- For Bede's training sessions specifically:
  - Ensure all swimmers or spectators entering poolside sign attendance register, sanitise hands and remove footwear (or use shoe covers provided)
  - Ensure all swimmers or spectators leaving poolside sign out in attendance register
  - Ensure that no spectators seek to access poolside changing rooms
- Be available to deal with any poolside swimmer issues, eg illness, late arrival, late collection
- Be available to deal with any poolside parent queries or issues, eg effectively operating what was historically called the "Club Desk". A desk and chairs will be located at the pool entrance, with the spectator register, sanitiser and available Club merchandise for sale, eg swimming hats
- Ensure all swimmers under 16 remain poolside until collected by parents
- Support coaches to ensure all swimmers comply with Club's Code of Conduct while at training sessions
- Feedback any significant or recurring issues arising during training to the Parent Liaison Officer

**Key requirements**

- completion of satisfactory DBS check
- provision of DBS numbers and ID to Bede's, as required by Bede's child safeguarding policies
- available to attend club training sessions on a regular basis. Generally PLOs will only be expected to attend training sessions when their swimmers are training
- reports to the Club's Parent Liaison Officer

*Note: the PLO role will become effective post pandemic, and once Swim England has confirmed that the CLO role has become redundant.*