

Staff Code of Conduct

Oxford Swimming Academy - Updated November 2025

This document provides the guidelines and standards by which Oxford Swimming Academy teachers should work, and the standards of professional conduct required by staff to ensure a professional and safe working environment. The STA Code of Conduct should be used in conjunction with this:

<https://www.sta.co.uk/wp-content/uploads/2024/04/Code-of-Practice-v24.1.pdf>

Uniform

Oxford Swimming Academy uniform should be worn at all times during lesson provision. Teacher top with logo and black shorts should be worn both in the water or teaching poolside.

Staff Presentation

For health and safety, teachers should have long hair tied back and loose jewellery removed safely. Any sharp jewellery or items that could cause damage to others or personally by being caught on clothing, swimsuits or being grabbed should be removed for safety. Chewing gum is not permitted during lessons.

Teachers should be presentable and smart on poolside, with whistles available for emergency use.

Timing

Teachers should arrive on poolside with enough time to set up lessons and begin classes on time. Some venues require lane rope set ups so arrival time should also allow for this set up and lessons not be delayed.

Classes should start and finish on time and teachers should ensure that classes receive the full length of time in the pool and that lessons do not finish early.

Mobile Phone Use - Lessons

Mobile phones are used for registers before the class begins and after this they should be put away safely. The use of phones during lessons are not permitted. If you need to add a late arrival to the registers this should be done after class, or before the next register is taken.

All level criteria and progress charts should be updated outside of lessons to ensure timings of classes can run on time, and to ensure full supervision and observation during classes is not compromised.

Lesson Plans

Teachers can bring lesson plans to poolside to support with skills or ideas of lessons but these should not be on a mobile device. Teachers staring at mobile phones during lessons gives the impression that teachers are not paying attention to classes!

Changing - Before and After Classes

Staff must not change in the same area as the swimmers or on poolside, or enter changing rooms during swimmer changing for any reason. Changing rooms should be used if they are provided for staff only, or changing rooms used once everyone has left - and only if another swim group is not coming in to use them straight after.

Removal of outdoor clothes poolside is acceptable, ie coats, jackets, outdoor trousers etc if workwear is already underneath, eg trousers being removed with shorts already underneath or an outer layer on top removed with the staff t-shirt underneath.

For any more than this, staff changing rooms/staff toilets should be used and a return poolside dressed for work. At no point should changing on poolside involve the full removal of clothes. DryRobes should be worn in the event specific changing is not available for staff, and only when swimmers have left poolside with care to ensure space is provided for others or privacy as best as possible for those who may also be doing this.

Positive, Professional and Polite

The use of inappropriate language or swearing is not permitted for the comfort of all those at the venue.

Please ensure appropriate use of mobile phones outside of lessons. Calls, FaceTime and other video chats should not be used during the start or end of lessons or during any changing time.

Consideration to all members of staff, swimmers and parents should be made to ensure a safe and welcoming environment is provided by us all, for us all. This includes appropriate language, behaviour, topics of conversation, avoiding inappropriate personal discussions and following professional conduct and boundaries. This also includes discussions or comments about swimmers/parents/staff whilst they are present on site.

We should all work together to build a positive and polite environment that holds its professional standards.

For any questions please do not hesitate to ask the office. Thanks!