

Bromley Canoe Club Activity Protocol

Sevenoaks Swimming Pool

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1. Scope and alignment

As a Club affiliated to Paddle UK (PUK), Bromley Canoe Club (BCC, the Club) is required to meet the Paddle UK (PUK) Standards for Deployment Policy (2024) (SfD) as published on [Standards For Deployment | Paddle UK](#).

This protocol details the Club's approach to the SfD in line with the Club's safety framework. It covers the roles that must be in place to run the Club activity, including attendance by Leaders, Coaches, Helpers, Safety Officers and Committee Members.

2. Deployment standards for a Club organised activity

2.1. Environmental Classification and Ratios

Swimming pools meets the PUK environmental classification for 'Very Sheltered Inland Water', with specific guidance provided¹ for Clubs and swimming pool managers which recommends an agreed collaboration document which sets out the parameters for how sessions will operate, and where responsibilities lie. This document will be shared with Sevenoaks Leisure Centre and the Club will keep up to date with any risk assessment shared by them.

Sevenoaks Leisure Centre sessions are organised as a Club activity and come under the **Club Activity that is formally coached or led** (inductions and training sessions) or a **Supervised Club Activity** ('normal' sessions).

2.2. Leaders/Coaches/Supervisors

Each leader, coach or supervisor must be approved through the Club approval process.

The requirements for coaches, leaders are set by Paddle UK and supervisor standards are detailed in the Club Safety Framework.

¹ [BCAB Guidance for Paddlers and Pool Managers](#)

All new attendees at the pool must go through the Club induction. New attendees must book with the nominated committee member prior to the session. This will allow them to ensure a Club approved coach / leader will be present to conduct the initial induction.

Following successful completion of the Club induction the member can capsize and exit the pool and understands to return to the side of the pool following an exit. Due to the restricted environment, this places them into the supervised paddler category.

During the session a Club approved supervisor / coach / leader **must** be present on poolside, and they have overall supervision of the paddling activity.

In addition, a 'pool Assistant' – trained by the Club and able to provide support in the pool environment **should** be present during the first hour of the session. JustGo holds details of who has been trained to fulfil this role. The lack of an assistant does **not** prevent the session proceeding.

Further to the guidance in the swimming pool environment there will always be a qualified lifeguard present and Sevenoaks Leisure Centre staff are ultimately in charge.

2.3. Operating the activity

Reception

Members must report to the duty Club member in reception to register their attendance.

The duty Club member will record:

- Name of attendee
- Fee paid and whether by bank transfer or cash
- Record first time session in notes
- The Just Go activity record will be updated with attendance

Where this is a first time, the duty Club member will describe the process for swim test and capsize drill and record in the notes that this is the individual's first session (this creates a record that the individual will have completed pool induction). They should be advised to report to the pool supervisor when they get to poolside.

The duty Club member will also ensure that there is a responsible person present at poolside to manage removing the paddling equipment from storage safely.

The duty Club member will ensure that there is a Pool Supervisor in place to monitor the session.

At the end of the evening the duty Club member should ensure any cash takings are passed to the Treasurer.

Changing facilities

Changing facilities are communal and the responsibility of Sevenoaks Leisure Centre. Behavioural or safeguarding concerns should be reported to the Club Welfare Officer at welfare@bromleycanoeclub.org.uk or to a Committee member. Immediate issues should be reported to pool staff on the night.

Members should make themselves aware of safeguarding policies listed on the Club website in the policies section.

Before a session can start:

- All members of the general public from the previous session should be out of the swimming area and the lanes must have been removed from the pool.
- A member of the committee or pool assistant / coach / leader / supervisor must be present to oversee getting equipment out of the store (this should **not** be the on duty pool supervisor / coach / leader) – no members U18 should enter the store.
- There must be a Club approved pool supervisor / coach / leader present on pool side.
- There must be a lifeguard present on pool side.

Managing the session

The session is split into the following:

- 8-9 pm – 15 years and under with parents if available space.
- 9-10 pm – 16 years and over.
- New members must complete the induction (swim 2 lengths either unaided or with a buoyancy aid), be taught how to exit the boat safely and basic manual handling precautions.
- The Pool Rules document will be kept updated by the Committee and must be followed at all times

Finishing the session

All equipment must be put away in the allocated storage spaces under the seating area. All adult members are expected to assist.

First aid equipment is provided by the Pool and the Pool lifeguard will coordinate any incident and manage it through their protocol, with assistance from the Club as needed.

Any injury or incident must be reported to the Secretary and the incident log updated and safety officer consulted.

2.4. Equipment that must be available

Paddlers are encouraged to wear a rash vest at all times, and coaches/leaders should follow advice related to this for pool sessions.

Pool safety equipment is managed by the pool.

3. Associated policies and guidance

The following guidance is to be read alongside this protocol:

- BCC pool rules
- BCC pool risk assessment
- Club Safety Framework
- Paddler competency assessment

4. Review and monitoring

This document will be reviewed as and when new standards are announced or updated by PUK, or every 2 years, as and when required.

Bromley Canoe Club