



Swimming Crash Courses

February 2020



Our Swimming Programme

Our intensive crash courses are very popular - attending each day for a week gives the children more confidence and a sense of achievement, especially for beginners and/or improvers.

The children attend each day for a 30 minute session.

We will be offering 1 week of crash courses running for 5 consecutive days. We will only be offering private swimming lessons. We will not be offering group swimming lessons.

All teachers hold the ASA teachers / coach certificate.

Swimming lessons will run as follows:

- Monday 17th February to Friday 21st February

The closing date for applications will be Friday 7th February.

Places are strictly limited for all courses so please book early to avoid disappointment.

For more information on the above courses or if you have any queries, please contact sportspool@bankofengland.co.uk clearly stating: "FEBRUARY CRASH COURSES" in the subject field.



Swimming Lessons

PRIVATE LESSONS

All ages and abilities can be accommodated but places are limited so we will do our best to allocate a slot at your chosen time. Please be advised that private swimming lessons are only available as full courses and not on an ad hoc basis.

PLEASE NOTE that the designated swimming teacher may be in the water with pupils aged 3 - 5 years old, assisting them with swimming strokes, activities and climbing out of the pool.

For shared private lessons (1:2 or 1:3), pupils must be of a like ability within the private group

<i>Course Code</i>	<i>Time</i>	<i>Dates</i>	<i>Course Cost for ½ hr lesson</i>
FEBCC1	9.00am - 9.30am	17/02/20 - 21/02/20	<u>5 day crash course</u> On 1:1 basis = £102.50 On 1:2 basis = £133.25 On 1:3 basis = £157.50
FEBCC2	9.30am - 10.00am	17/02/20 - 21/02/20	
FEBCC3	10.00am - 10.30am	17/02/20 - 21/02/20	
FEBCC4	10.30am - 11.00am	17/02/20 - 21/02/20	

For more information on the above courses or if you have any queries, please contact sportspool@bankofengland.co.uk clearly stating: "FEBRUARY CRASH COURSES" in the subject field.



Crash Course Enrolment Procedures & Conditions

1. Indemnity Clause
The indemnity clause on the application form must be signed by the parent/guardian. We are unable to accept applications where this clause has been altered or ruled out. This is in case a Crash Course participant requires:
 - i) Emergency medical aid
 - ii) Attention for whatever reason in the absence of the parent/guardian.
2. Explicit Consent - Medical Information
Any medical information that you choose to provide us with will be used by the Bank of England Sports Centre in the event of an accident or first aid having to be provided.
3. Applicants for all courses must be current family members of the Sports Centre at the time of application and when the course takes place.
4. Once a booking has been confirmed, credits will only be issued for medical reasons on sight of a doctor's certificate. If this is prior to commencement of the course a full credit will be possible, if the course has already started a proportion of the fees paid may be credited.
5. The Bank of England Sports Centre reserves the right to cancel a course if the number of applications is lower than is needed to make the course viable.
6. The Bank of England Sports Centre reserves the rights to alter the course date/time if necessary. A full credit will be given if you are unable to attend the new date/time.
7. Parents and other spectators are politely requested to use the viewing areas. Spectators will not be permitted on the pool side.
8. When handing in your completed application form with payment, please provide us with your email address to enable us to confirm receipt of your request.
9. Payment for all crash courses can be made by credit/debit card or by cheque at reception. Acceptance onto any course will be subject to handing in a duly completed application form together with the relevant course fees.
10. All courses are offered for the full duration of the course and not available on an ad hoc basis.



Privacy Notice & Processing Health Information

Information we collect

The Bank of England Sports Centre collects personal data about you and your child/children via this form. This data includes full name, date of birth, contact details and, where appropriate, medical information.

Providing Health Data

We will use any information that you choose to provide us with to ensure that we can properly care for your child/children whilst in our care, for example in the event of first aid being required.

Use of Health Data

By providing this information, you are consenting to us using your data and you have read and understood our privacy notice.

Why we need your personal data

We collect your personal data to provide ongoing administration of your membership account, to offer a range of activities and courses for you and your children and to properly care for your child/children whilst participating in camps and courses.

What we do with your personal data

We use the information to contact you in relation to your activity/course booking at the Bank of England Sports Centre. We will use your personal data to contact you in an emergency should the need arise, whilst junior members are in our care for the duration of an activity.

How long will we retain your personal data

We will hold your data for the duration of the activity that you are signing your child/children up for and for up to 6 months after the camp has ended. Thereafter it will be securely disposed of.

Your rights

You have a number of rights under data protection laws. You have the right to ask us for a copy of the personal data that the Bank of England Sports Centre holds about you. You can ask us to change how we process or deal with your personal data and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint, please write to us at:

The Privacy Team
Bank of England
Threadneedle Street
London EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office.

More information

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website (www.bankofengland.co.uk).



Safeguarding, Diversity & Inclusion Information

The Bank of England Sports Centre is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run.

FIRST AID

In the event of an accident, first aid will be administered and the emergency services called if necessary. We will also call you on the emergency number you provided on the booking form.

EQUAL OPPORTUNITIES AND CHILD PROTECTION

The Bank of England Sports Centre is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents and children is essential for the protection of children

If you have any concerns or wish to discuss a safeguarding and/or diversity & inclusion issue, please contact the Sports Centre Management Team (sportscentremangement@bankofengland.co.uk)

ACCEPTABLE BEHAVIOUR

We always reserve the right to exclude any person from the activity if his/her behaviour is incompatible with the general enjoyment and well-being of others or is outside of our acceptable behaviour policy.

MEMBER FEEDBACK

We would love to hear your comments and feedback so that we know what we did well and what we need to change or improve on for next time. Comments forms are available from reception.



FEBRUARY CRASH COURSE APPLICATION FORM 2020

PARENT'S DETAILS

ADULT NAME: _____ MEMBERSHIP NO: _____

TELEPHONE: _____ (mobile) _____ (other)

E-MAIL ADDRESS: _____

ALTERNATIVE EMERGENCY CONTACT NAME: _____

ALTERNATIVE EMERGENCY CONTACT NUMBER: _____

COLLECTION DETAILS (please write below details of anyone else who may be collecting your child)

PERSON COLLECTING NAME: _____

PERSON COLLECTING CONTACT NUMBER: _____

Indemnity Clause

I hereby appoint the instructor in charge at any one time as guardian for the purpose of giving consents which may be necessary for my son/daughter to obtain medical treatment arising from any injury sustained whilst participating in lessons at the Bank of England Sports Centre.

SIGNATURE: _____ DATE: _____

PARTICIPANT DETAILS

IF YOU ARE APPLYING FOR MORE THAN ONE COURSE, PLEASE LIST CLEARLY (BLOCK CAPITALS) ALL OF THE COURSES, WHICH YOU WISH TO APPLY FOR USING THE INFORMATION PROVIDED.

Name	Age	Course Code	Cost

Explicit Consent - Medical Information

I confirm that I have read the Privacy Notice & Processing Health Information statement and understand why I am being asked to provide health information (if appropriate) relating to my child/children.

I give permission for the Bank of England Sports Centre to use the data that I have provided below to properly care for my child/children for the duration of the activity I am signing them up for.

Please advise us of any relevant medical information for any of the above listed participants: _____

Name of parent (IN CAPITALS)

Signature

Date

For Office use only

Date Received:

Initials: