

# Declaration of Compliance



This declaration should be completed **by the ATC/P Co-ordinator** and returned to:

- On application to become an Approved Training Centre/Provider (ATC/P) – [compliance@rlss.org.uk](mailto:compliance@rlss.org.uk)
- Annually during the audit process - [audit@rlss.org.uk](mailto:audit@rlss.org.uk)

You may be required to provide additional evidence to support this declaration

## Part 1 ATC/P Details

<b>ATC/P Number (if applicable)</b>		<b>ATC/P Name</b>	Enjoywatersafely.co.uk
<b>ATC/P Co-ordinator name, society number and DOB</b>	Christopher Griffiths 30201279 26/04/1986	<b>Contact Details, Address, Tel &amp; Email</b>	29 LawnsPOOL Drive Kempsey, Worcestershire, WR5 3PG 07837539162, chris@lifeguardtrainer.co.uk

## Part 2 Declaration

Please work through the table below and indicate if you are meeting the requirements stated. Use the comments box to support your declaration.

Item	Please delete as appropriate	MANDATORY - Please provide details on how you achieve this
<b>Training Resources required for courses delivered</b> The ATC/P has access to all training equipment and resources as listed in each qualification's guidance and syllabus.	Yes	I own all of the equipment purchased with the profit from previous NPLQ and OWL courses.
<b>Training Room</b> The ATC/P has access to rooms that are suitable, sufficient, and safe for all.	Yes	I am an employee at a local Primary School and have access the village hall.
For all qualifications the ATC/P ensures each candidate is supplied with the relevant course manual on the first day of their course.	Yes	I am familiar and up to date with ordering manuals through Tahdah.
The ATC/P provides access to 'the Lifeguard' manual for NPLQ renewal candidates (Where applicable)	Yes	I have access to both Printed and digital versions of the latest NPLQ10 manual.
The ATC/P ensures they follow the relevant guidance as set out in: <ul style="list-style-type: none"> <li>• The Approved Training Centre Guidance Manual</li> <li>• The relevant Guidance and Syllabus for the qualifications being delivered</li> </ul>	Yes	I am experienced at delivering and assessing the courses and have access the Guidance and Syllabus on Tahdah.

## Declaration of Compliance



The ATC/P ensures they follow the rules surrounding selection of assessors as detailed in the relevant guidance and syllabus.	Yes	I understand and follow the guidance and syllabus for both regulated and un-regulated courses.
The ATC/P ensures they remove or mitigate any potential or actual conflicts of interest. Where conflicts have been mitigated these are recorded in line with <a href="#">RLSS UK Qualifications conflict of Interest policy</a> .	Yes	I understand the policies and all mitigated conflicts of interest will be recorded.
All previous External Quality Assurance actions with evidence have been completed.	Yes	I have no outstanding External Quality Assurance actions.
The ATC/P ensures they have suitably trained personnel to undertake Internal Quality Assurance checks in line with the standards set out in the Approved Training Centre and Provider Guidance Manual.	Yes	Where IQA's are not conducted by myself a suitably qualified person shall be employed.
Where an ATC/P has more than one trainer they deliver standardisation on a regular basis which is recorded. For Example - This may be in the form of meeting minutes.	N/A	I will initially be operating as an independant ATP.
The ATC/P ensures all courses and assessment records are kept for a minimum of 7 years.	Yes	Digital records will be kept and stored on a Local hard drive with Cloud storage used as a back up.
All records containing sensitive and confidential information are kept securely. (e.g., Learner records kept securely on password protected computer; locked in metal filing cabinet).	Yes	Both the digital record and Cloud storage will be passworded. Any paper records will be shredded after being scanned.
Assessment materials (including theory paperwork) are kept securely pre and post assessment, except for question papers and assessor mark sheets which are destroyed (both physical and digital copies) in line with the relevant guidance.	Yes	All assessment materials will be kept secure prior to assessment and destroyed by shredding and recycling after assessment.
All Policies comply with the Awarding Organisation requirements and are updated annually. As a minimum we have in place: <ul style="list-style-type: none"> <li>• Complaints Policy</li> <li>• Appeals Policy</li> <li>• Reasonable Adjustments and Special Considerations Policy</li> <li>• Malpractice Policy</li> <li>• Equal Opportunities Policy</li> </ul>	Yes	RLSS UK Templates have been used for all required policies.


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The ATC/P has adequate safeguarding measures in place which include (as a minimum): <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Safeguarding Training</li> <li>• Safer recruitment checks – DBS Checks etc.</li> </ul>	<b>Yes</b>	All required safeguarding measures are in place and Enhanced DBS checks have been completed on all staff through the IOS online (Swim England) and will be renewed
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I confirm that I have read, understand, and comply with the most up to date [RLSS UK ATC/P terms and conditions](#)

By signing below, I declare the above statements to be true and accurate.

<b>Signed</b>		<b>Print Name</b>	CHRISTOPHER GRIFFITHS
<b>Position</b>	OWNER OF ENJOYWATERSAFELY.CO.UK (PREVIOUSLY LIFE&GUARDTRAINER.CO.UK)	<b>Dated</b>	23 AUG 2023