

## Onboarding 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>	N/A	<b>ATC/P Name</b>	Ware Priory Lido
<b>ATC/P Co-ordinator name, society number and DOB</b>	Kat Harter 32149362 02/06/1984	<b>Contact Details, Address, County, Post code, Tel &amp; Email</b>	Kat Harter Ware Town Council High Street Ware SG12 9AL <a href="mailto:kat@warepriory.co.uk">kat@warepriory.co.uk</a> 07947711260

### 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 each item, or detail why you don't if 'No' is answered
<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. <i>(Please give details on what equipment you have, and resources being used, when and which type of manual is used)</i>	Yes	1x Jnr Manikin 1x Baby Manikin 2x Adult Manikin 3x AED trainers , Bandages, Dressings, Wipes , Submersible Manikin, PXB , 4x Torepedo buoys, 4x throw bags, 4x pocket masks
<b>Training Room</b> The ATC/P has access to rooms that are suitable, sufficient, and safe for all. <i>(Please detail the spaces available for use to deliver training).</i>	Yes	We have an events room equipped with tables, chairs, projector and screen to deliver the training
For all qualifications the ATC/P ensures each candidate is supplied with the relevant course manual on the first day of their course. <i>(Please detail which course manuals you order and whether hard/digital copies)</i>	Yes	We will provide hard copies for the NPLQ courses

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<p>The ATC/P provides access to 'the Lifeguard' manual for NPLQ renewal candidates <i>(Where applicable – please detail how many copies you have available for staff, how and where these are available from)</i></p>	<p><b>Yes</b></p>	<p>We are happy to purchase these when we need them. We haven't yet held any courses.</p>
<p>The ATC/P ensures they follow the relevant guidance as set out in:</p> <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>	<p><b>Yes</b></p>	<p>No comment required</p>
<p>The ATC/P ensures they follow the rules surrounding selection of assessors as detailed in the relevant guidance and syllabus. <i>(Please detail if you track assessor use and how this is documented or detail which regulated trainer assessed qualifications you deliver if noting N/A).</i></p>	<p><b>Yes</b></p>	<p>We currently use a multitude of assessors and record who has delivered what training and their qualifications. We are bringing this inhouse for 2024 which is why we are applying for ATC status.</p>
<p>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>. <i>(If mitigating conflicts of interest has occurred, please state yes and detail the actions taken, if no, detail the steps taken to avoid conflict of interests occurring)</i></p>	<p><b>Yes</b></p>	<p>?</p>
<p>All previous External Quality Assurance actions with evidence have been completed. <i>(If yes, detail how they were addressed, if no, please detail which actions and why they have not been met)</i></p>	<p><b>N/A</b></p>	<p>N/A</p>
<p>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.</p>	<p><b>Yes</b></p>	<p>No comment required</p>
<p>Does the ATC/P deliver standardisation on a regular basis, or at least annually which is recorded, with their trainer(s) and/or IQA(s). For Example - This may be in the form of meeting minutes. <i>(Please detail how standardisation occurs and frequency, if N/A please detail why this is not applicable, and the measures taken to ensure current knowledge and standards)</i></p>	<p><b>Yes</b></p>	<p>We will</p>
<p>The ATC/P ensures all courses and assessment records are kept for a minimum of 7 years.</p>	<p><b>Yes</b></p>	<p>No comment required</p>

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<p>All records containing sensitive and confidential information are kept securely. <i>(Please detail how records are stored e.g. Learner records kept securely on password protected computer; locked in metal filing cabinet).</i></p>	Yes	Learner records are kept on a password protected computer drive
<p>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. <i>(Please detail the process of when and how this is achieved)</i></p>	Yes	These will be scanned in and stored digitally
<p>All Policies comply with the Awarding Organisation requirements, <b>are updated annually and uploaded to the RLSS UK ATC/P account.</b> As a minimum we have in place:</p> <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> <p><i>(Please detail who reviews and when this review takes place)</i></p>	Yes	To be reviewed annually by the ATC coordinator
<p>The ATC/P has adequate safeguarding measures in place which include (as a minimum):</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Safeguarding Training</li> <li>• Safer recruitment checks – DBS Checks etc.</li> </ul> <p><i>(Please detail what Safeguarding Training takes place &amp; how, in addition to detailing any safeguarding checks and their level, that are completed).</i></p>	Yes	All members of the team are enhanced DBS checked. WE have an adult and child safeguarding policy. The GM has attended a Level 1 safeguarding course.

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>	KAtHarter	<b>Print Name</b>	Kat Harter
<b>Position</b>	Lido General Manager	<b>Dated</b>	22.3.24