



## Recruitment Policy

### Introduction

This policy is to ensure that new members of staff have a clear but thorough induction to our club systems and work.

### Recruitment & Vacancies

Every term, the Head Teacher/Coach, Lifeguard Officer and Chairman will include a review of teachers for both lifesaving and swimming and lifeguards and plan for the following term. Should a vacancy arise, the following may be adopted to recruit and select the most competent. The club reserves the right to actively promote its club members as teachers / coaches / lifeguards in addition to external recruitment.

Suitable candidates will have been recruited via:

- Word of mouth
- Advert (e.g. newspaper, club website)
- Recommendation by a club member
- Participation on Survive and Save Training Teacher education course leading to the ASA and/or RLSS certification.

Prospective teachers and lifeguards should apply sending the following information to [info@surviveandsave.org](mailto:info@surviveandsave.org)

- Current CV
- Copies of relevant qualification
- The details of 2 referees one of who must be a previous employer. References will only be taken if employment is offered.

### Selection

1. Candidates will be selected according to their qualification(s), availability, knowledge, experience, commitment and willingness to do further CPD training.
2. Those selected will be invited to the club and are likely to be asked to teach a class or shadow a lifeguard session. This will be observed by the Head Teacher/coach or lifeguard officer or if not available, a nominated but suitably qualified person.
3. An informal discussion will then take place between the individual and the Head Teacher/Coach or lifeguard officer regarding qualification, skills, experience, technical knowledge and any other related areas.



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4. All candidates must agree to completion of CRB reference(s) via the ASA and RLSS, as appropriate, if successful. This is a compulsory and mandatory requirement which must be completed prior to commencement of employment.
  5. Suitable candidates will be offered a role on a self employed basis subject to references and CRB clearance.
  6. When the teacher or lifeguard starts there will be an induction and monitoring process put in place during which any additional training requirement can be identified etc.