



## **Graduate Lifeguard Programme**

### **Graduate Log Book and Club Information**

**Following the introduction of the new GLP Log Book, Trainers and Coaches involved with the personal development of their club's Graduates are advised to follow the guidance found in this pack.**

**Content includes:**

- **Purpose of the Log Book**
- **Graduate Responsibilities**
- **Club volunteer responsibilities**
- **Trainer/Assessor Responsibilities**

Graduate Lifeguard Programme supported by



# Graduate Log Book

**Why the Change?** Since its inception in 2015 the Graduate Lifeguard Programme has already evolved into its third generation. Feedback from club volunteers running the programme or looking to run a Graduate Lifeguard scheme have stated that time demanded of the club volunteer responsible for the delivery of the GLP is quite heavy and in some cases off putting.

SLSGB have reviewed the programme and made alterations with the desired outcome being that more clubs will offer the GLP to its youth members and more young people will sign up to it to help our coastal waters to be safer and to help reduce the numbers of people losing their life to drowning in the UK each year.

We feel that we have developed a programme that suits the needs of clubs and members whilst maintaining a fair and robust training and assessment formula. The programme acknowledges the work carried out by club coaches and trainers in the development of young surf life savers that it seemed counter-productive to add strict delivery guidelines when focus of the GLP is on long term personal progression.

**The GLP Log Book does not replace the assessment decision of a qualified Trainer or Assessor nor does it allow a club coach to assess the Graduate against the qualification criteria. The Log Book highlights the criteria that have been practised during Surf Life Saving training activities ONLY.**

## Purpose

The Log Book has become the new progress tracking tool for every Graduate Lifeguard. It allows for greater freedom for club activities as the three year units format previously used has been replaced by skill and knowledge requirement evidence that can be undertaken at any point during the programme and at a pace that suits the individual.

Assessment of SLSGB awards are undertaken following the normal guidelines. There will be online tests to be completed when the Graduate has completed all sections of a unit and practical assessments take place under normal SLSGB requirements.

The log Book is separated into units, which map the criteria highlighted in the National Vocational Beach Lifeguard and SLSGB Surf Lifeguard Awards with some additional units that focus on personal fitness and promoting water safety to their peers.

Each unit is sub divided into knowledge criteria and performance criteria. To complete a unit in preparation to take the online test and practical assessment, every criteria set out in the unit must be signed off by the Graduate. Only when every piece of criteria has been satisfied does a club Trainer/Assessor or coach countersign the unit to say that they agree with the Graduate.

The GLP should still allow Graduates a greater period of time to develop all aspects of Surf Life Saving. Although Skills for each unit can be developed simultaneously, a Graduate will complete each year by completing the outlined SLSGB awards and also by completing ten entries into the Graduate Activity Log for that particular patrol type.

**By signing the unit page to say that you agree with the Graduate only means that you think that that particular individual is now ready to be formally assessed. It does not mean that they have passed the unit.**

## Graduate Responsibilities

Personal responsibility, presentation skills, organisation, and commitment are all qualities valued by industry. Although these may not be important to a fourteen year old, Surf Life Saving Clubs are in an ideal position to help youngsters to passively develop the skills and qualities highlighted plus a whole lot more.

Highly motivated Graduates, skilled and experienced coaches and Trainers, plus the Graduate Lifeguard Programme create a winning combination

SLSGB understand the importance of helping to develop all round individuals not robots! We want to encourage the Graduates to show their full commitment to the Graduate Lifeguard Programme by driving their own progress and skill development through regular self-reflection, and target setting. The new GLP Log Book encourages the Graduates to review their performance on a regular basis and recognise their skill competency. When they have taken part in sufficient training, they should be confident enough to sign their Log Book against the criteria they have practiced.

At the end of each year the Graduates should have completed the following:

Year one	Year Two	Year Three
Board Paddler Tube Rescuer	Aquatic First Aid	NVBLQ/Surf Lifeguard Award
10 entries into Graduate Activity Log – Surveillance patrol	10 entries into Graduate Activity Log- First Aid Practice scenarios	10 entries into Graduate Activity Log- Small patrol in a controlled environment

**Some training sessions may cover several aspects of surf life saving from a number of units; Graduates will be encouraged to recognise all criteria covered not just from one particular unit.**

## Club Responsibilities

Surf Life Saving Clubs provide a safe and practical environment in which club members can develop their skills in whatever format they prefer. SLSGB encourages clubs to continue to do this by reducing the logistical demands of the original Graduate Lifeguard Programme.

No longer will the club require a qualified Trainer Assessor to lead the programme, instead any club volunteer can become a **GLP Leader** (An SLS Club volunteer committed to leading the logistical elements of the programme. An administration background would suit this role), tasked with monitoring and promoting the GLP. Their role will be to liaise with SLSGB, register Graduates on courses and to liaise with club coaches, and Trainer Assessors.

**Club Coaches** are encouraged to continue the fantastic work they have done but with a slight change in focus. Coaches should encourage their Graduates to highlight areas of development that require practice. This will then allow coaches to deliver appropriate sessions accordingly. Coaches will play a vital part in preparing the Graduates, physically, technically, and mentally for award assessment and for the role of a beach Lifeguard.

**Club Trainer Assessors** will continue to be the formal decision makers as to whether Graduates have met the performance criteria of any of the SLSGB awards offered by the Graduate Lifeguard Programme. Their role will be to lead and assess SLSGB awards for the club whenever it is suitable to do so.

**Our aim is for Graduates to receive the best possible training in all aspects of the GLP. We encourage our Surf Life Saving Clubs to utilise the resources available to them. You may have a qualified personal trainer in your club, they could be encouraged to lead unit one for example. Qualified and practicing Beach Lifeguards will be able to pass on their knowledge and experiences whilst coaches will be able to plan and lead the sessions that will develop skills and techniques.**

## **National Lifeguard Patrol Framework (NLP)**

The National Lifeguard Patrol Framework (NLP) describes a unified approach for SLSGB Clubs to operate beach patrol activity within an agreed framework that will be understood both within the organisation and outside by other search and rescue services. It provides information on; ensuring the best use of available resources in order to provide Search and Rescue capability in the most efficient and effective manner.

Although we refer to the NLP Framework regularly throughout the Log Book, it is important to remember that only clubs who meet the specific requirements and who have the recommended personnel will be given permission to offer patrols as part of the framework. But if this is something that your club will be dedicated to offer, then approval will be supported by SLSGB throughout the application process.

SLSGB anticipate that the majority of clubs would like to offer a patrol of one level or another in the future, so in preparation, the Graduate Lifeguard Programme, has been edited to include training requirements that fit into the framework expectations.

The Graduate Lifeguard Programme continues to develop the life saving and Lifeguarding skills of the Graduates but also acknowledges that at the end of each stage, their skill capability will fit into the NLP framework recommendations. It doesn't mean that they are committed to assisting with patrols, only that they can be used as part of a national asset register if they should volunteer to do so.

**Your Surf Life Saving Club DOES NOT have to commit to providing patrols in order to run the GLP.**

**Any Surf Life Saving Clubs interested in running patrols as part of the NLP Framework should contact [mail@sls.gb.org.uk](mailto:mail@sls.gb.org.uk) for further details**

## **SLSGB Young Person Patrol Rules:-**

- 1. Those under the age of 14 are not permitted to take any part in Patrol Activity at any time.**
- 2. All under the age of 18 are Young People subject to the SLSGB Safeguarding code of practice and may only join a patrol that meets a maintains all the requirements as set out in this document.**
- 3. Those over 14 and under 16 may attend patrol activity but must not take any active part in rescues or SAR communications. They may watch the activity, be instructed, help with equipment set up, put away, cleaning, storage and learn about use and maintenance. They must not form any part of the requirements for Patrol numbers to comply with the Framework – they must in all respects be supernumerary.**

**They must at all times be directly supervised by a responsible adult qualified for this role.**

**Special care must be taken not to expose this age group to exposure to incidents likely to cause distress or psychological harm.**

- 4. Those under 18 and over 16 may take part in Patrol Activity but only if all the requirements as above and set out below have been met.**

**Young People and Employment Law in the context of SLSGB Volunteer Patrol Activity**

**Acting as a Volunteer as part of a Patrol is no different to being employed and all requirements of Employment Law apply**

**Where the below text mentions:-**

**“Employ” it means “Taking part in a Patrol”**

**“Employer” it means “Club Organising the Patrol”**

**“Employee” it means “Volunteer”**

[below are extracts from relevant sections of Young People Employment law]

## **General rules on employment**

Young people over school leaving age and under 18 are known as young workers. Young people can leave school on the last Friday of June of the school year in which they are 16.

There are special laws to protect the employment rights of young workers. These concern your health and safety, what jobs you can do, when you can work, and how many hours you can work. These laws are very strict and an employer can be prosecuted for breaking them.

## **Health and safety at work**

If you are under 18, your employer must do an assessment of possible risks to your health and safety, before they employ you. They must pay particular attention to your age, lack of experience, and other things that could be a risk to your health and safety.

If you are under school leaving age (see under heading [General rules on employment](#)), your employer must also tell one of your parents the results of the assessment. This must include any risks identified, and any measures put in place to protect your health and safety at work.

## **What work can you do**

### **16 – 18 year olds**

If you are over school leaving age (see under heading [General rules on employment](#)) and under 18, there are special restrictions on doing certain types of work. These are:

- work which you are not physically or mentally capable of doing
  - work which brings you into contact with chemical agents, toxic material or radiation
  - work which involves a health risk because of extreme cold, heat or vibration.
- You are only allowed to do the work above under the following circumstances:
- where it is necessary for your training, and
  - where an experienced person is supervising you, and

where any risk is reduced to the lowest level that is reasonable.

## **Children and young people under school leaving age (England and Wales only)**

No one under school leaving age (see under heading [General rules on employment](#)) can be employed in work other than light work. You are not allowed to do work which is likely to be harmful to your safety, health, development, or work that will affect your attendance at school or participation in work experience.

The local authority where you live may also have some extra rules, called by-laws, about the employment of children and young people in your area. You should check with your local authority if you want to find out what these are.

Employers who want to employ children or young people under school leaving age are required to get a permit from their local authority. The permit must be signed by both the employer and one of your parents.

## **Hours of work and rest breaks**

### **16 – 18 year olds**

If you are over school leaving age (see under heading [General rules on employment](#)) and under 18, the law says that you must not work more than eight hours a day, or more than 40 hours a week.

You must have twelve hours' rest between each working day, and 48 hours' rest per working week.

You are also entitled to a 30-minute rest break when you work for longer than four and a half hours. There are some exceptions to this (see below).

There are special limits on the hours you can work at night. You cannot usually work between 10pm and 6am. If you are contracted to work after 10pm, you must stop work at 11pm and not start again before 7am.

There are some exceptions for young people who work in hospitals, agriculture, retail, hotels and catering, bakeries, post/newspaper deliveries, or in connection with cultural, artistic, sporting or advertising activities.

You are not allowed to work between midnight and 4am, except in the most exceptional circumstances.

The rules about working at night do not apply when:-

- your employer needs you to work to maintain continuity of service or production, or to respond to a sudden rush in demand; and
- doing the work would not affect your education or training; and
- no adult is available to do the work; and
- you are supervised by an adult (if this is necessary for your protection) and you are allowed a period of rest as compensation.

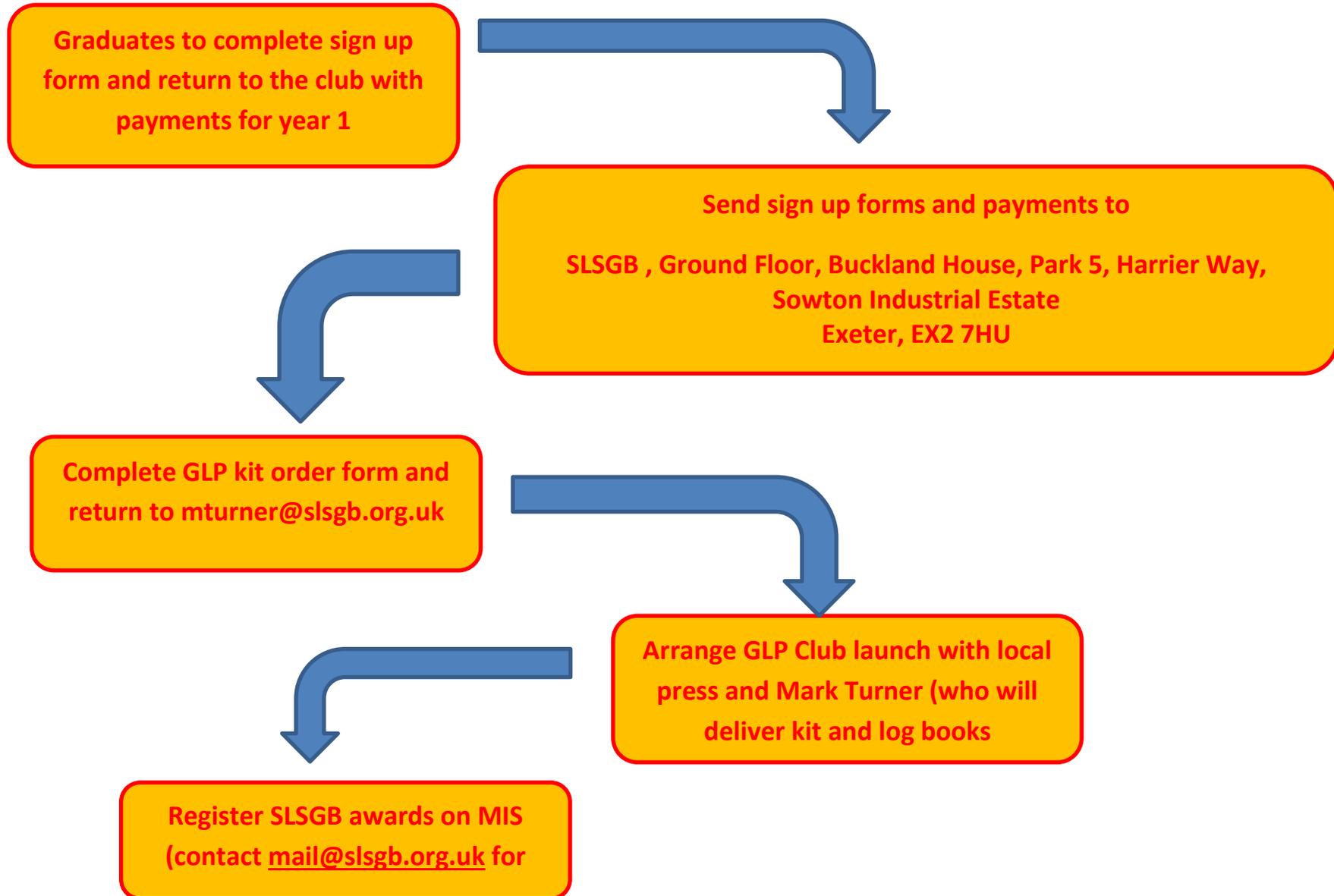
If you are allowed to work at night, you must first be given a free assessment of your health and ability to do the work. The assessment should be repeated at regular intervals. You must not work more than eight hours in a 24 hour period.

## **Children and young people under school leaving age (England and Wales only)**

There are strict limits to the hours children and young people under school leaving age (see under heading [General rules on employment](#)) are allowed to work. You must not work:-

- during school hours on any school day
- for more than two hours on any school day or for more than 12 hours in any week in which you are required to go to school
- for more than two hours on a Sunday
- for more than eight hours (five hours if you are under 15) on any day which is not a school day or a Sunday
- before 7am or after 7pm
- for more than 35 hours (25 if you are under the age of 15) in any week in which you are not required to go to school
- for more than four hours in any day without a break of one hour
- at any time, if during the 12 months beginning 1 January, working means that you have not had two uninterrupted weeks of holiday from school.

## Graduate Lifeguard Registration



# Graduate Lifeguard Programme

## Participant Sign-up form



### Participant details

Full name: \_\_\_\_\_

DOB: \_\_\_\_\_

Age: \_\_\_\_\_

Name of Surf Life Saving Club: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Sign & date: \_\_\_\_\_

I agree to abide by the rules of my centre and of SLSGB, including the codes of conduct and child welfare policy & procedures.

### Parent/Guardian details

Full name: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Evening contact number: \_\_\_\_\_

Address (if different to participant address): \_\_\_\_\_  
\_\_\_\_\_

Parent/ Guardian consent: (Please tick)

- I confirm that I understand the details of the Graduate Lifeguard Programme and consent to my child taking part in the activities indicated.
- I acknowledge that the Club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child.
- I understand that the Club has a common law duty to act in the capacity of a reasonably prudent parent and therefore may prevent my child from participating in activities for which they are not considered capable.
- I hereby give permission for the Club to give the necessary authority on my behalf for any emergency medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay incurred whilst seeking my personal consent.
- I hereby give permission for SLSGB representatives e.g. Programme Leader or Club Manager to photograph/video my child during their involvement in the activities. I understand that these may be used for publication.

Sign and date \_\_\_\_\_

## Myagi Online Tests

Myagi is an online training and development programme that allows those with access to view points of information before completing a multiple choice test that is scored and recorded immediately.

Presentations and tests have been created for all SLSGB units that require evidence of a candidate's subject knowledge. They fit alongside the practical elements covered during courses and must be successfully completed in order for the award to be issued.

Graduate Lifeguards will be invited by email, to access to the Myagi system and should be encouraged to complete the relevant online test as and when units are completed in the log book and when the club volunteers involved with the training of the candidates are satisfied that the individual's knowledge is sufficient

Myagi Log in details will be emailed to the address given on the sign up form, once the Graduate first enrolls on the GLP. **Please advise the club Graduates that the first invitation from Myagi may be sent to their inbox, junk, or spam folders. Encourage everyone to check all folders and accept future emails from Myagi.**

Graduates will be sent a link with instructions on how to access and complete their own learning profile.

Although any units from the log book can be worked through at any time, we do remind clubs that the idea of the GLP is to offer training over a longer period of time so that knowledge and practical skills are extensive. Allowing Graduates to work through the Myagi online tests over a short period of time would work against the programme ethos and restrict personal development.

**Remember, the Graduate Lifeguard Programme is focused on the personal development of every individual. The progress shown by Graduates is far important and rewarding than course pass rates. All progress made should be acknowledged whether an award is earned at the time or not.**