



Contents	Pg.
What do I need to bring with me on my Selection/Drop In/Induction Day? <ul style="list-style-type: none">- Checklist for Lifeguards- Documents for my Criminal Screening Check	2
Criminal Screening and Safeguarding Information	4
Pension Scheme	8
Pay	10
RNLI Seasonal Performance Reviews	11

Checklist for Lifeguards

What do I need to bring with me on my Selection/Drop In/Induction Day?

What I need	Documents to bring in	✓
Proof of Right to Work	Passport/Birth Certificate & National Insurance Document/Passport & VISA/Passport & Registration card (Jersey)	
Change of Address Details (if applicable)	Change of Details Form if have changed address since applying (found on website)	
National Insurance Number (if applicable)	If have not already provided this on my application	
Bank Details	Bank Details Form	
Tax Form	P45 or New Starter Checklist	
Parental Consent Form (if aged 16 or 17)	Parental Consent Form	
Documents for my Safeguarding Check	Passport Proof of Address NI Number Driving Licence Birth Certificate If other please check with your line manager	
<u>FOR INDUCTION DAY: DBS Disclosure Report (for UK citizens)/Police Report (for non UK citizens)</u>	If you have completed a DBS application form at your selection or drop in day and have received your DBS disclosure report please take this to your induction day. If you have not yet received your disclosure report please take this to your manager as soon you receive it. If you are required to provide a Police Report please take this with you to either your selection/drop in/induction day.	

**These are recruitment formalities which your offer of employment is conditional upon and therefore must be provided. Failure to provide these documents before your first day may result in your offer being withdrawn.*

Documents for your Criminal Screening Check

The RNLI is committed to protecting the safety and wellbeing of children and vulnerable adults and therefore you will be required to undergo a criminal screening check to not only protect the safety and wellbeing of children and vulnerable adults but also to protect yourself and the RNLI's reputation as much as possible should any allegation be made against you in relation to a child or vulnerable adult.

This is a recruitment formality which your offer of employment is conditional upon and therefore must be completed. In order to satisfy a criminal screening check, the RNLi must sight the disclosure report which will be sent to you once the relevant application form has been processed by the relevant criminal screening body (please see below for details of what type of check applies to you) or a Police Report if you are not a UK citizen. If you are working in England & Wales and complete a DBS application form you must take your disclosure report to your manager as soon as you receive it. You will need to keep the original but your manager will take a copy of the report for our records. Failure to provide your disclosure report to your manager may result in your offer being withdrawn or your employment being terminated.

If you are a **UK citizen** you will be required to complete a **Disclosure and Barring Service** application form (for **England and Wales**), an **Access NI** application form (for **Northern Ireland**) or a **Disclosure Scotland** form (for **Scotland**) on your Selection or Drop In Day. The application form will be given to you on your selection or drop in day. As well as completing the application form you will also need to provide **3 documents** from the list below. Please **bring original documents** with you on your selection or drop in day, 1 should be from Group 1 and the other 2 from Group 1, 2a or 2b and 1 of which should show your current address.

Group 1

- Current Valid Passport
- Current UK Driving Licence (Full or Provisional)
- Biometric Residence Permit
- Original Birth Certificate (Issued within 42 days of birth - Full or Short form)
- N.B. Non-UK /Non-EEA Nationals – require Current valid Passport AND Biometric Residence Permit OR Work Permit/Visa (UK) PLUS one further document from Group 2 which verifies current home address

Group 2a

- Current Non-UK Driving Licence
- Current UK Driving Licence (old style paper version)
- Original Birth Certificate (Issued within 42 days of birth - Full or Short form)
- Certified copy of UK Birth Certificate (issued 12 months of date of birth)
- UK Marriage/Civil Partnership Certificate
- UK Adoption Certificate
- UK HM Forces ID Card
- UK Fire Arms Licence

Group 2b

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)**
- Bank/Building Society Account Opening Confirmation Letter (UK)

- Credit Card Statement (UK or EEA)*
- Financial Statement (e.g. Pension, Endowment, ISA (UK))**
- P45/P60**
- Council Tax Statement**
- Work Permit/VISA (UK)**
- Utility Bill (UK)* (*cannot be a mobile phone bill*)
- Benefit Statement* (e.g. Child Allowance, Pension)
- A document from Central/Local Government Agency giving entitlement * eg Job Centre, Social Security, NI No
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from head teacher or college principal (16/17 year olds in full-time education) (only used in exceptional circumstances)

*less than 3 months old

**issued within last 12 months

If you are **not a UK citizen** and have spent little or no time working in the UK before you will need to provide us with your criminal record history which you can obtain from your local Police Service. Please obtain this and bring it with you to your Selection/Drop In/Induction day.

Criminal Screening and Safeguarding Information

The RNLI is committed to protecting the safety and wellbeing of children and vulnerable adults and expects all staff and volunteers to share this commitment and be aware of their own safeguarding responsibilities.

A vulnerable adult is a person who:

“is or may be in need of community care services by reason of mental health or other disability and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.”

A child is:

“anyone who has not reached their 18th birthday. The fact that the child has become 16 and may be living independently does not change their entitlement to services or protection.”

In view of the high level of contact that you have with the public as a seasonal lifeguard, the RNLI needs to ensure that applicants for these posts have made an appropriate criminal disclosure. Candidates applying for Lifeguard posts are therefore asked to complete an enhanced criminal record disclosure.

In your first year of lifeguarding with the RNLI you will be required to complete a full criminal screening check. Applications will be completed during Selection or Drop In days which will be arranged by the Lifeguard Manager.

If you are offered a role as an RNLI Lifeguard in **England or Wales** you will be required to satisfy an **Enhanced Disclosure and Barring Service (DBS) check**. The RNLI utilises the DBS update service and requires all lifeguards working in England or Wales to subscribe to this at the start of your first year and to re-subscribe to the update in time for your second and third year. You can sign up to the Update Service when you complete your application form using the application form reference number, or up to 19 days after the issue date on your disclosure report which will be sent to you by DBS. Costs associated with signing up to the Update Service will be reimbursed by the RNLI and more information about the update service can be found [here](#). In order to receive your reimbursement in your first year you must show your manager that you have signed up to the update service (you can use the confirmation email that will be sent to you from DBS once you have signed up).

As the update service is now a mandatory process, lifeguards who chose not to join will be charged £44 the following season. This will be taken out of their second months pay and will cover the cost of their second DBS application.

In your second and third consecutive year as a lifeguard, the RNLI will check your status using the Update Service. If you return for a fourth consecutive season you will be required to satisfy a full DBS check by completing an Enhanced DBS application form. If you are offered a role as an RNLI Lifeguard in **Northern Ireland** you will be required to satisfy an Enhanced **Access NI check** every year you Lifeguard for the RNLI. If you are offered a role as an RNLI Lifeguard in **Scotland** you will be required to satisfy an **Enhanced Disclosure Scotland check** every year you are offered a role as a Lifeguard for the RNLI.

If you are an **applicant from the Republic of Ireland** with little or no previous residence in the UK, the DBS, Access NI or Scottish Barring Service, is not able to check your history sufficiently for our purposes so a **Gardaí Check** will need to be provided every year you are offered a role as a Lifeguard for the RNLI.

If you are an **overseas applicant** with little or no previous UK residence, the DBS, Access NI or Scottish Barring Service is not able to check your history sufficiently for our purposes. For this reason we ask overseas applicants to **provide a formal criminal records check from your own police department** every year you are offered a role as a Lifeguard for the RNLI.

If you are an **overseas applicant** with previous UK residence (e.g. have worked or volunteered as a Lifeguard for the RNLI before) you may be asked to provide a formal criminal records check from your own police department as well as the relevant Criminal Screening checks as referred to above.

We will take individual cases into consideration.

Please note, where you do have a caution and/or conviction this will not necessarily mean that you will not be employed by the RNLI. Any decision in respect of your employment with us would be based on the nature of your caution/conviction and the circumstances surrounding it. We will however require details of the offence/caution/conviction and, if offered employment, you will not be able to commence employment until this information has been received and considered. Therefore if in your application form you have answered that you do have a caution/conviction, then you must email further details of this to the HR Services team (HR_Services@rnli.org.uk). Similarly if, prior to the commencement of your seasonal temporary contract, you are held, questioned, arrested, cautioned or charged with a criminal offence by the Police or receive a conviction, you are obliged to inform the RNLI immediately in the same way, and any offer of employment made to you may be withdrawn.

To view the complete list of cautions and convictions as agreed by parliament that will never be filtered from a criminal record check, please click on the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

Safeguarding Good Practice

Below is a guide as to how you as a representative of the RNLI should always conduct yourself in such a way that promotes best practice.

Whilst physical contact with children and vulnerable adults may be appropriate as part of your normal duties as a Lifeguard (i.e. in a rescue situation, when administering first aid or when protecting a casualty) it should be avoided in any other situation. This also applies in a social or communication context where professional boundaries must be maintained at all times.

Safe Behaviours

- Always put the safety and welfare of the child or vulnerable adult first.
- Always work in an open environment and avoid situations where you are on your own with a child or vulnerable adult. Should such a situation be unavoidable this must be with the full knowledge and consent of your line manager and the parent/carer of the individual. You should also avoid transporting children or vulnerable adults alone in a vehicle without full consent from the above people.

- Treat all children and vulnerable adults equally, with respect and dignity and build balanced relationships, enabling them to share in any decision making process.
- Ensure that if any form of physical support is required, this is done openly, according to guidelines and with the consent of the individual and their parent/carer.
- Be an excellent role model – this includes not smoking, drinking or using inappropriate language in front of children or vulnerable adults. (This applies both within your working environment and in a social context.)
- Avoid communicating with children and vulnerable adults by phone, mobile, text, letter or email.

You should never:-

- Engage in rough, physical or sexually provocative games.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to a child or vulnerable adult.
- Take children/vulnerable adults to your home where they will be alone with you.

If any of the following occur you must report the incident immediately to the designated Safeguarding Co-ordinator and inform the parents/carer:-

- If you accidentally hurt a child/vulnerable adult
- If a child/vulnerable adult seems distressed in any way
- If a child/vulnerable adult appears to be sexually aroused by your actions
- If a child/vulnerable adult misunderstands or misinterprets something you have done.

Responding to Allegations, Disclosures or Concerns

If a child or vulnerable adult makes an allegation or disclosure of abuse to you, you have a responsibility to act.

- Stay calm and reassure them that they were right to tell.
- Listen and indicate that you are taking what they say seriously
- Keep questions to a minimum, do not lead or suggest words and ideas.
- Explain that you have to tell other people in order to stop what is happening.
- If the child or vulnerable adult needs urgent medical attention call an ambulance and inform the doctors that it is a safeguarding situation.
- Report the incident to the designated Safeguarding Co-ordinator.

If you suspect that a child or vulnerable adult may be the subject of abuse, it is NOT your responsibility to decide if abuse has occurred/is occurring BUT it is your duty to report your concern to the Safeguarding Co-ordinator.

Signs that abuse is occurring may include:-

- Unexplained/inconsistent or suspicious injuries such as bruising or cuts or burns on parts of the body not normally prone to such injuries.
- Another adult or child expresses concern about the welfare of the child/vulnerable adult.
- Unexplained changes in the behaviour of the child/vulnerable adult (e.g. more withdrawn, sudden outburst of temper.)
- Inappropriate sexual awareness and engagement in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends and being prevented from socialising with others.
- Variations in eating patterns, including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- An unexplained drop off in performance.
- Physical signs such as stomach-aches, headaches and damaged clothes.
- Shortage of money or frequent loss of possessions.

(This list is not exhaustive)

Please remember your Safeguarding responsibility at all times.

Should you have any queries or require further information on the above please contact the People Department.

RNLI Pension Scheme

Seasonal Lifeguards working in the UK (exc. Jersey)

All lifeguards working in the UK will be affected by **Pension Auto Enrolment** in some way. During your employment with the RNLI your **age and earnings will be assessed** to confirm if you meet the criteria to be automatically enrolled into the RNLI's UK Group Personal Pension Plan. Friends Life (Pension Providers) will send you more information on the Pension once you've been told the outcome of your assessment.

Assessment Criteria

If you are **aged 22 or above** and you meet the government's monthly earning threshold, you will **join the RNLI's pension scheme automatically** without completing a form. This is Auto-enrolment.

If you are **aged 21 or under**, regardless of your earnings, **you will not** meet the government's criteria to be automatically enrolled. **You can still join the pension scheme** if you wish – you will need to follow the instructions on the email you will receive from Friends Life (more details below).

Friends Life will send you an email to your personal email address to confirm the outcome of your **age and earnings assessment**. Please remember to **check your**

spam and junk email folders in case the email is there. If you change your email address, you must notify HR_Services@rnli.org.uk as soon as possible (we will have the email address you used when you applied for the role on the website).

If you join the pension scheme both **you and the RNLI contribute** to your pension pot. This is a tax efficient way to provide an income for yourself when you no longer wish to work in the future.

In the **first month** that you pay into the pension scheme you will contribute 0.8% of your basic pay and the RNLI will also contribute 1%.

For your **second month** that you pay into your pension scheme you can increase the amount you wish to contribute if you wish to. If you contribute 3% or more, the RNLI will contribute a higher amount too. Once you have joined the pension scheme, look out for an **email** in your personal emails **from HR Services** for more information on how you can **increase your contributions**.

You will know if you have joined the pension scheme because your payslip will include the following information in the “deductions” section:

EE PENS AE MIN Value e.g.£4.50 Year to date e.g. £9.00
The RNLI wants all employees to save for their future. However, if you decide that ***you do not wish to remain a pension member***, this is what you need to do:

When you decide to stop being a pension member	What you need to do
Before your age/earnings assessment.	You cannot opt out of the pension scheme before you have had your age/earnings assessment. You will need to wait until you have received the outcome of your assessment.
At the end of your 2nd month of employment.	Friends Life’s email to you will confirm the outcome of your assessment and will include some information about the pension scheme. It will also include your ‘opt out window’ . If you decide that you want to opt out you need to follow the instructions in the email and contact Friends Life within the ‘opt out window’ . Please DO NOT contact the RNLI.
After your opt out window .	You need to email HR_Services@rnli.org.uk and ask to cease further pension contributions. Please DO NOT email HR Services if you are within your opt out window.

Your age and earnings will get assessed **every season** that you work for the RNLI. So even if you have been auto enrolled last season and decided to opt out, the next season you will be assessed again and you will have the same options as you did in previous seasons.

If you have **joined the RNLI's pension scheme before**, any contributions from a future season will be added to the pension pot you have accrued with Friends Life – unless you have paid in any contributions to your pension pot since you left the RNLI.

When you **leave the RNLI** at the end of the season, you will receive an email from HR Services to let you know what options you have with your pension pot (e.g. leave it invested with Friends Life, pay in your own contributions or transfer it to another employer's pension scheme).

For more information on Automatic Enrolment please visit:

<http://www.rnlipensions.org.uk/auto-enrolment/default.aspx>

Seasonal Lifeguards working in Jersey

Automatic Enrolment does not apply in Jersey. If you work in Jersey, you are not able to join UK pension scheme. If you would like to join the RNLI's Channel Islands pension scheme and if you were **not** a member of the Channel Islands pension scheme last season, please contact HR Services and ask for a Channel Islands pension pack. If you did join the Channel Islands pension scheme last season, please contact HR Services and ask for a **Channel Islands returner pension form**.

RNLI Pay

Monthly Pay

The RNLI moved to a monthly payroll for all seasonal employees & casuals on 1 December 2013.

You will be paid on the 28th of each month. If the 28th falls on a weekend or public holiday, you will receive your pay on the Friday before the 28th. December's pay is normally paid before Christmas.

You need to complete weekly timesheets which your manager will send to the Payroll team each Monday morning. A week runs from Saturday to the following Friday.

Your month's pay will include:

- any complete weeks' timesheets sent to Payroll after the previous month's payroll cut-off
- any complete weeks' timesheets in the current month that are sent to Payroll before the current month's payroll cut-off date.

Advances

In 2016, the RNLI will **not** be providing advances on pay, if you wish to have an advance then please inform your Supervisor or Manager who will follow the necessary steps.

It is not possible to give you an advance on pay if:

- You are a **Casual Lifeguard** - as there is no expected work pattern.
- You are a temporary lifeguard (or Casual Lifeguard) who continued to work for the RNLI since the last season (i.e. you did not get a P45 from the RNLI in 2015).
- You have not completed your first 40 hours work by the Friday before your first monthly pay as it would arrive in your bank account the same day as your monthly pay would.

If you do opt for the advance, then your 40 hour advance on pay will be **deducted from your 2nd month's pay** or if you have insufficient earnings in your 2nd month's pay, it will be deducted from your **3rd month's pay**.

PLEASE NOTE: If you are due to leave the RNLI before the whole advance has been deducted from your monthly pay, the advance (or balance of the advance) will be deducted from your final salary and/or holiday pay.

Can I have a 2nd advance on pay?

If you need one further advance on your pay after the first automatic advance you can ask for one if you have completed a further 40 hours' work.

You will need to **contact Payroll** by 4pm on the Monday of the week immediately after the first advance has reached your bank account.

You can either telephone Payroll on 01202 663392 (Mon-Fri 9am – 4pm) or email Payroll@rnli.org.uk

If you miss the deadline of 4pm on Monday after you receive your first advance then no further advances can be paid.

RNLI Seasonal Performance Reviews

The seasonal performance review was introduced to encourage the performance and development of Lifeguards.

There is one Seasonal Performance Review form, which covers the monitoring, progress and assessment of your performance throughout the season. The process is on-going throughout the season in which you work. In conjunction with your supervisor/manager you will discuss your progress against the generic lifeguard competencies.

The generic competencies will support discussion between you and your supervisor/manager in terms of **what you have achieved, how you achieved it, how you go about your job** and **how you can develop** in your role as an RNLI Lifeguard.

The Seasonal Performance Review consists of 3 steps:

Step 1 – Induction Your supervisor/manager will inform you of your performance competencies during your induction.

Step 2 – Mid review Within the first half of the lifeguard season a review discussion/meeting will take place between you and your supervisor/manager (exception of peak season lifeguards due to the short length of your contract).

Step 3 – Final Date The final part of the process occurs towards the end of your employment when your manager/supervisor will meet with you to assess your performance and award you a rating which will reflect your performance throughout the season.

For **Step 2** and **Step 3** it is ideal for you to prepare in advance for your seasonal performance review meetings. Bring as much evidence or specific examples as possible.

You may find it helpful to jot down on an ongoing basis throughout the season examples of pieces of work you wish to draw to the attention of your supervisor/manager. This makes for a productive Seasonal Performance Review meeting based around plenty of examples.

Seasonal Performance Review Form

Section 1 – Behaviours and Competencies

Section 1 sets out the required behaviours and competencies. At each review meeting, you and your supervisor/manager will discuss and assess how you are performing against each of the behaviours and competencies which are listed below. A rating will be given against each behaviour and competency at each review meeting.

The lifeguard behaviours and competencies link in with the RNLI's performance framework. Further details on the RNLI's performance framework can be found on Porthole.

RNLI Values

The RNLI work is founded upon, and driven by, our values. Our volunteers and staff strive for excellence and are expected to be selfless, dependable, trustworthy and courageous.

Selfless: Willing to put the requirements of others before our own and the needs of the team before the individual. Able to see the bigger picture and act in the best interests of the RNLI.

Dependable: Always available, committed to doing our part in saving lives with professionalism and expertise.

Trustworthy: Responsible, accountable and efficient in the use of donations entrusted to us by our supporters. Recognises how supporters' and fundraisers' efforts have made it possible to work with excellent resources and equipment and demonstrates responsibility and respect for these resources and equipment.

Courageous: Prepared to achieve our aims in changing and challenging environments. We are innovative, adaptable and determined in our mission to save more lives at sea.

RNLI Behaviours

Demonstrating behaviour and performance that is consistent with the values and requirements of the RNLI.

Managing Self: Consistently reports to work in a timely way. This not only covers start and finish times, but adherence to rosters, timely notification and agreement of roster 'swaps' and holiday requests (which should be agreed prior to employment offer). It also covers adherence to time keeping in daily activities, such as rotations and designated lunch breaks. If absent, procedures followed correctly.

Ensures physical appearance is acceptable at all times, long hair tied back, and cleanliness standards high. Personal uniform is clean and pressed, and worn in an appropriate manner. Personal first aid kits are fully charged at all times. Correct PPE is worn at all time when appropriate, without prompting. Personal items of equipment are not worn on duty (such as wetsuits). Personal footwear should be appropriate to the task. All kit issued should be responsibly stored to avoid unnecessary loss or damage.

Achieving Results: doing the right things and doing things right are critical to the effectiveness of us all, and that relies as much upon a positive approach to our work, as setting priorities and making good use of our time.

Fulfilling all the daily tasks as appropriate to the grade of the lifeguard (please see

the job description for further details). Working to consistently high professional standards. Using resources responsibly and effectively. Taking accountability for own actions. Responds to direction positively, doesn't have to be told twice. Proactively demonstrating common sense and integrity. Has a can do attitude.

Working with People: Working with, through, and for others is fundamental to the achievement of results within the RNLI as we all ultimately depend on each other to carry out our roles.

Shows awareness of impact on rest of team. Shows support and empathy for colleagues, being able to work with, and accept other points of view. Maintaining a professional approach to colleagues and line management whilst at work. Showing courtesy and respect. Demonstrates ability to work co-operatively with immediate team and others across the organisation.

Keeps line management informed of changes, shares knowledge with immediate colleagues. Ability to communicate messages effectively to both groups and individuals. Ability to listen effectively and is able to give and receive feedback in a positive manner.

Interacts well with the general public consistently treating our customers as they would wish to be treated themselves and endeavouring to meet their requirements. Is polite, helpful and informative at all times. Is aware of the importance of maintaining the image of the RNLI.

Job Specific Competencies

The skills and capabilities that are required to do a job successfully.

Equipment handling - Treat equipment with care and respect, following correct operating procedures, washing down and maintaining equipment correctly. Ensuring defects and repairs are reported promptly.

Observation skills – effective observation skills to help in the prevention of incidents

Surf experience – wherever possible lifeguards should identify and utilise the opportunity to be exposed to a variety of surf conditions to ensure they possess the relevant skills.

First Aid Skills – wherever possible lifeguards should identify and utilise opportunities to increase their first aid knowledge and experience.

Acceptable fitness standards – lifeguards need to be proactive in maintaining their fitness levels to ensure they meet the RNLI requirements throughout the season.

Management (Operational): Only applicable for supervisors, seniors and some

grade 3 Lifeguards – Applying values and standards, supporting and developing others and managing their performance, communicating with and influencing others and managing resources.

Fosters a positive working environment, motivates and provides direction for the team. Delegates to the team and individuals, showing trust in their capabilities. Ensure you are self-accessible and visible to the team. Increase the capability and flexibility of the team through training and development. Inspires others by words and actions.

Manages the team by setting a good example. Demonstrates the ability to lead your team under time critical and safety critical circumstances. Demonstrates an ability to deal with performance related issues in a timely and effective manner. Actively supports the continuous improvement of the immediate operational area and contributes to wider departmental objectives (for example representation RNLI working groups/ activities outside own area).

Section 2 – Self Development Planning

Your supervisor/manager will discuss with you whether you are intending to return for the next year's season. You may also discuss areas to improve on for the next year.

Any developmental areas will be recorded in this section on the form. Examples may include developing understanding and knowledge of local tide times'; 'build on confidence with interaction with the general public'; improvement on fitness levels by instigating regular training during the winter.

If specific training or development needs are identified you may find it helpful to contact the RNLI Learning Resources Centre for appropriate resources.

Section 3 – End of Season Performance Summary

You will be assessed on the behaviours and competencies listed above and your progress will be discussed based on examples and evidence where possible and using the notes recorded on the form during the season.

You will then be rewarded a rating of 'Above expectations', 'Meets expectations' or 'Expectations not met' based on your performance against the behaviours and competencies

The definitions of each rating can be found in section 3 of the review form.

If you are awarded a rating of 'Above expectations' or 'Meets expectations', provided that you have indicated you wish to return next year for the season, your supervisor/manager will advise you that a conditional offer of employment will be sent to you. Depending on your performance, your manager/supervisor may offer you a conditional offer of employment for next year at a higher grade. This will be discussed with you at the end of season performance summary.

This offer of employment will be conditional and subject to the individual transferring their application for the following season as well as meeting the RNLI fitness levels and required competencies.

If you are awarded a rating of 'expectations not met' you will be required to submit a full application form should they wish to return the following season, and be subject to a full assessment process.

Section 4 – Agreement of Performance Summary

You and your supervisor/manager should sign a hard copy of the season performance review form. The form will then be moderated by the Lifeguard Manager and once complete will be stored on your personnel file.

The rating you have been given will be a strong recommendation and if you do not hear anything further or have not raised any disagreement, then the rating has been approved.

Any disagreement over comments made or the rating awarded should be discussed between yourself and your supervisor/manager at the earliest possible opportunity, ideally at the final assessment meeting where the rating is awarded where hopefully an agreement will be reached. However, if these disagreements are unable to be resolved then you should note your reasons supported by examples and summarise these in the additional comments box at the bottom of the form.

These comments will then be discussed and taken into consideration by the Lifeguard Manager when the ratings are moderated.