



My Puddle Ducks Account Compliance & CPD Quick Checklists

Use the quick checklists to ensure you have uploaded your compliance correctly. There are six sections to this document, covering all team member roles. Please ensure you refer to the correct role. If you hold the dual role of Teacher and Poolside Assistant, you only need to upload Teacher compliance.

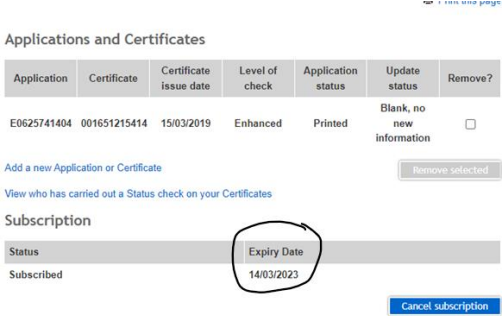
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1. Teachers

Refer to the full manual (13 System User Guides /01 Shark / 19 Teachers / 01 Managing Compliance Documents + 02 Observations + 03 Managing CPD) for further guidance. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'. **For entries on your compliance record which have 'HQ entry only', do not enter anything.**

All Programmes (Aquanatal, Baby & Pre-School, Swim Academy & Elite Swim Academy)				
Compliance	Upload document	Reference Section	Check	Expires (month s)
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
Teachers Annual Health & Safety Training	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Contract	This is added by your line manager and verified by Head Office – do not add anything.			N/A
Teachers Depth Test (Date test undertaken = Cert Issue date)	No	Name of pool	You need to select a depth from the dropdown list – if your depth is not covered please contact compliance@puddleducks.com for it to be added. Always ensure that the depth matches or exceeds the depth of the pool you are teaching at.	6
DBS <i>Entry not needed if on DBS Update Service</i>	Yes – part of the certificate only	Certificate Number	Refer to Document 26 DBS and DBS Update Service Compliance on SHARK carefully before uploading any documents to ensure not breaching GDPR.	36
DBS Update Service	Yes - screenshot of application and certificate page of DBS Subscription service, showing application number, certificate number, certificate issue date, level of check and subscription expiry date.	Certificate Number of original DBS	<p>Only applicable to those on the DBS update service.</p> <p>Date on YMPDA must be one year before the expiry date as detailed on the subscription account.</p>  <p>Subscription checks should be made the day after the subscription expires to ensure that the subscription has been renewed.</p>	12
GDPR Module	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	12

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All Programmes (Aquanatal, Baby & Pre-School, Swim Academy & Elite Swim Academy)

Compliance	Upload document	Reference Section	Check	Expires (months)
Teachers Lifesaving Refresher & Compliance Declaration	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	6
Teachers Lifesaving: STA Pool Lifeguard	Yes - qualification	Should state 'STA Lifeguard'	Make sure the date on YMPDA matches the date on your certificate from awarding body.	36
Teachers Lifesaving: STA SAT/STA PER/STA PR/NRASC/RLSS Lifeguard	Yes - qualification	Awarding Body and qualification eg. RLSS NRASC or STA SAT	Make sure the date on YMPDA matches the date on your certificate from awarding body.	24
Safeguarding for Children	Yes - qualification	Awarding Body and qualification eg. STA	Make sure the date on YMPDA matches the date on your certificate from awarding body.	36
STA Membership	Yes – proof of STA membership	STA Membership number, starting with AM	Include no other text in the reference section, just the AM number	12
Teachers Dry Box Declaration	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	6
Teachers Customer Service	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1st March 2022. Advised for all other teachers	N/A
Teachers Marking Criteria <i>N/A for Aquanatal teachers</i>	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1 st August 2023. Advised for all other teachers.	N/A
Teachers Registers	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1 st August 2023. Advised for all other teachers.	N/A

For Specific Programmes

	Compliance	Upload document	Reference Section	Check	Expires (months)
AQUANATAL	SE Level 1 Swimming Assistant	Yes – qualification	SE	If you have the STA Level 2 Award in Swimming teaching or SE Level 2 in Swimming Teaching you do not need this qualification.	N/A
	STA Level 2 Award in Swimming teaching or SE Level 2 in Swimming Teaching	Yes – qualification	Awarding Body eg. STA or SE	Make sure the date on YMPDA matches the date on your certificate from awarding body.	N/A

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For Specific Programmes

	Compliance	Upload document	Reference Section	Check	Expires (months)
	Aquacise: STA Aquacise qualification or Water Fitness Aqua Instructor Qualification	Yes – qualification	Awarding Body and qualification eg. STA Aquacise or Water Fitness Aqua Instructor	It is important to check Document 01 Managing Compliance Documents for more details as Aquanatal is complicated due to changes in 2019/20	N/A
	Aquanatal: STA Aquanatal/Ante-natal/Aquacise Certificate of Attendance or Water Fitness Ante-/post-natal	Yes - qualification	Awarding Body and qualification eg. STA Aquanatal or Water Fitness Aqua Ante-/post-natal	It is important to check Document 01 Managing Compliance Documents for more details as Aquanatal is complicated due to changes in 2019/20	N/A
	Aquanatal Music Licence or renewal confirmation	Yes – copy of music licence	PPL/PRS + licence number	Refer to 11 Policies & Procedures (Head Office Level) / 03 Music Policy / 03 Aquanatal Music Policy to ensure you have the correct policy in place	12
BPS	STA Level 2 Baby and Preschool or SE Level 2 in Teaching swimming to Baby and Toddlers	Yes – qualification	Awarding Body and qualification eg. STA or SE	Make sure the date on YMPDA matches the date on your certificate from awarding body.	N/A
	BPS Entries & Exits	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1st March 2022. Advised for all other teachers.	0
	Swim Nappies	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1st March 2022. Advised for all other teachers.	0
SA	STA Level 2 Award in Swimming teaching or SE Level 2 in Swimming Teaching	Yes – qualification	Awarding Body and qualification eg. STA or SE	Make sure the date on YMPDA matches the date on your certificate from awarding body.	N/A
	Teaching 1:4 in Swim Academy Classes	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1st March 2022. Advised for all other teachers.	0

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For Specific Programmes

	Compliance	Upload document	Reference Section	Check	Expires (months)
	Using Parent Spotters in Swim Academy Classes	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning. Only compulsory for teachers trained after 1st March 2022. Advised for all other teachers.	0
ESA	STA Level 2 Certificate in Swimming Teaching or SE Level 2 in Swimming Teaching	Yes – qualification	Awarding Body and qualification eg. STA or SE	Make sure the date on YMPDA matches the date on your certificate from awarding body.	N/A

External CPD (not gained from Puddle Ducks e-learning)

Compliance Document	Upload document	Reference Section	Check	Expires (months) for insurance purposes
Select from drop down box next to 'Compliance Document' and choose appropriate External CPD eg. 1 point, 2 points	Yes – copy of CPD certificate	Name of CPD training provider and title of CPD eg STA Baby & Pre-School Submersion Upskill	Make sure the date on YMPDA matches the date on your CPD certificate.	6
			If the certificate is a Safeguarding certificate, make sure it is also added to Safeguarding under Compliance – this will generate a 3-year expiry.	36 (under compliance)

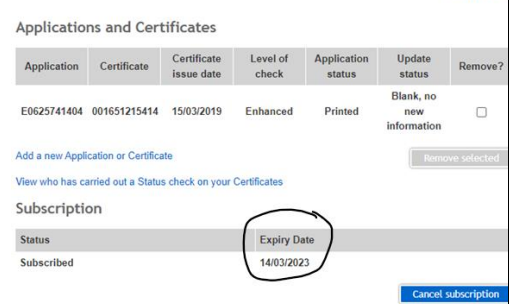
Internal CPD (gained from Puddle Ducks e-learning)

Compliance Document	Upload document	Reference Section	Check	Expires (months) for insurance purposes
Select from drop down box next to 'Compliance Document' and choose appropriate Puddle Ducks CPD	Yes – copy of CPD certificate	N/A	Make sure the date on YMPDA matches the date on your CPD certificate	6

2. Poolside Assistants

Use the quick checklist below to ensure you have uploaded your compliance correctly. Refer to 01 Managing Compliance in 13 System User Guides / 01 Shark / 20 Poolside Assistants before you use this quick checklist. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'.

My Puddle Ducks Account Compliance & CPD Quick Checklists

Compliance	Upload document	Reference Section	Check	Expires (months)
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
Contract	This is added by your line manager and verified by Head Office – do not add anything.			N/A
DBS <i>Entry not needed if on DBS Update Service</i>	Yes – part of the certificate only	Certificate Number	Refer to Document 26 DBS and DBS Update Service Compliance on SHARK carefully before uploading any documents to ensure not breaching GDPR.	36
DBS Update Service	Yes - screenshot of application and certificate page of DBS Subscription service, showing application number, certificate number, certificate issue date, level of check and subscription expiry date.	Certificate Number of original DBS	<p>Only applicable to those on the DBS update service.</p> <p>Date on YMPDA must be one year before the expiry date as detailed on the subscription account.</p>  <p>Subscription checks should be made the day after the subscription expires to ensure that the subscription has been renewed.</p>	12
Poolside Assistant Annual Compliance Module	Yes – certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Poolside Assistant Annual Health & Safety Module	Yes – certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
GDPR	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
The following are only compulsory if the role requires the Poolside Assistant to hold a lifesaving qualification				
Poolside Assistant Lifesaving: STA Pool Lifeguard	Yes - qualification. Can be ignored if the PSA has the lifesaving qualification below.	Should state 'STA Lifeguard'.	Make sure the date on YMPDA matches the date on your certificate from awarding body.	36
Poolside Assistant Lifesaving: STA SAT/STA PER/STA PR/NRASC/RLSS Lifeguard	Yes - qualification. Can be ignored if the PSA has the lifesaving qualification above.	Awarding Body and qualification eg. RLSS NRASC or STA SAT	Make sure the date on YMPDA matches the date on your certificate from awarding body.	24

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Compliance	Upload document	Reference Section	Check	Expires (months)
Poolside Assistant Lifesaving Refresher & Compliance Declaration	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	6
Poolside Assistant Depth Tests	No	Name of pool	You need to select a depth from the dropdown list – if your depth is not covered please contact compliance@puddleducks.com for it to be added. Always ensure that the depth matches or exceeds the depth of the pool you are teaching at.	6

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3. Franchisees

Use the quick checklist below to ensure you have uploaded your compliance correctly. Refer to 01 Managing Compliance in 13 System User Guides / 01 Shark / 21 Franchisees before you use this quick checklist. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'.

Compliance	Upload document	Reference Section	Check	Expires (months)
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
ACAS Disability Discrimination	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
Contract	Yes - signed page of franchisee agreement	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning. Verified by Head Office.	N/A
GDPR	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning. Verified by Senior Teacher	12
Franchise Business Insurance	Yes - copy of business insurance certificate	Business insurance provider name	Make sure the date on YMPDA matches the start date on your insurance renewal Verified by Head Office.	12
Franchisees: Annual Health & Safety Declaration	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning. Verified by Head Office.	12

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4. Head Office Team Members

Use the quick checklist below to ensure you have uploaded your compliance correctly. Refer to 01 Managing Compliance in 13 System User Guides / 01 Shark / 22 User Guides for Head Office (personal compliance only) before you use this quick checklist. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'.

Compliance	Upload document	Reference Section	Check	Expires (months)
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
ACAS Disability Discrimination	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
GDPR	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning.	12
Head Office: Training and Compliance (all Head Office Employees)	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning.	12

Additional compliance needs to be added if you are a Head of Department:

Compliance	Upload document	Reference Section	Check	Expires (months)
Head Office: Training and Compliance (Department Heads Only)	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning.	12

5. Pool Plant Operators

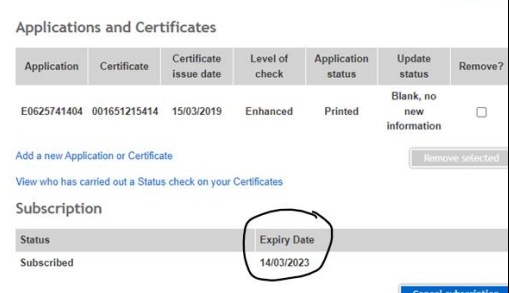
Use the quick checklist below to ensure you have uploaded your compliance correctly. Refer to 01 Managing Compliance in 13 System User Guides / 01 Shark / 23 User Guides for Pool Plant Operators before you use this quick checklist. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'.

Compliance	Upload document	Reference Section	Check	Expires (months)
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
Pool Plant Operator - STA Qualification	Yes - qualification certificate	N/A	Make sure the date on YMPDA matches the date on your qualification certificate	60

6. Duty Managers/Pool Plant Operators

Use the quick checklist below to ensure you have uploaded your compliance correctly. Refer to 01 Managing Compliance in 13 System User Guides / 01 Shark / 24 User Guides for Duty Managers/Pool Plant Operators before you use this quick checklist. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'.

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Compliance	Upload document	Reference Section	Check	Expires (months)
Contract	This is added by your line manager and verified by		Head Office – do not add anything.	N/A
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
Pool Plant Operator - STA Qualification	Yes - qualification certificate	N/A	Make sure the date on YMPDA matches the date on your qualification certificate	60
Admin Annual Office Compliance Module	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Site Specific Building Management Annual Compliance	Yes - certificate from Franchise e-learning**	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Site Specific Fire Management Annual Compliance	Yes - certificate from Franchise e-learning**	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Site Specific Health & Safety Annual Compliance	Yes - certificate from Franchise e-learning**	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Site Specific Pool Operations Annual Compliance	Yes - certificate from Franchise e-learning**	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
DBS <i>Entry not needed if on DBS Update Service</i>	Yes – part of the certificate only	Certificate Number	Refer to Document 26 DBS and DBS Update Service Compliance on SHARK carefully before uploading any documents to ensure not breaching GDPR.	36
DBS Update Service	Yes - screenshot of application and certificate page of DBS Subscription service, showing application number, certificate number, certificate issue date, level of check and subscription expiry date.	Certificate Number of original DBS	<p>Only applicable to those on the DBS update service.</p> <p>Date on YMPDA must be one year before the expiry date as detailed on the subscription account.</p>  <p>Subscription checks should be made the day after the subscription expires to ensure that the subscription has been renewed.</p>	12
Disclosure Scotland (PVG Short Record Scheme)	Yes – part of the certificate only	Membership Number	Refer to Document 01 Managing Compliance Documents carefully before uploading any documents to ensure not breaching GDPR.	N/A

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Poolside Assistant Annual Compliance Module	Yes – certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Poolside Assistant Annual Health & Safety Module	Yes – certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
GDPR	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Teachers Safeguarding for Children	Yes - qualification	Awarding Body and qualification eg. STA	Make sure the date on YMPDA matches the date on your certificate from awarding body.	36
The following are only compulsory if the role requires the Duty Manager/Pool Plant Operator is required to hold a lifesaving qualification for their role (check SSPSOP)				
Poolside Assistant Lifesaving: STA Pool Lifeguard	Yes - qualification. Can be ignored if the PSA has the lifesaving qualification below.	Should state 'STA Lifeguard'.	Make sure the date on YMPDA matches the date on your certificate from awarding body.	36
Poolside Assistant Lifesaving: STA SAT/STA PER/STA PR/NRASC/RLSS Lifeguard	Yes - qualification. Can be ignored if the PSA has the lifesaving qualification above.	Awarding Body and qualification eg. RLSS NRASC or STA SAT	Make sure the date on YMPDA matches the date on your certificate from awarding body.	24
Poolside Assistant Depth Test (Date test undertaken = Cert Issue date)	No	Name of pool	You need to select a depth from the dropdown list – if your depth is not covered please contact compliance@puddleducks.com for it to be added. Always ensure that the depth matches or exceeds the depth of the pool you are working at.	6
Poolside Assistant Lifesaving Refresher & Compliance Declaration	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	6

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7. Pool Receptionist/Poolside Assistant

Use the quick checklist below to ensure you have uploaded your compliance correctly. Refer to 01 Managing Compliance in 13 System User Guides / 01 Shark / 25 User Guides for Pool Receptionist/Poolside Assistant before you use this quick checklist. For the purposes of this checklist, to reduce space your My Puddle Ducks Account is defined as 'YMPDA'.

Compliance	Upload document	Reference Section	Check	Expires (month s)
Contract	This is added by your line manager and verified by	Head Office – do not add anything.		N/A
ACAS Equality, Diversion and Inclusion	Yes – certificate from ACAS website	N/A	Email events@acas.org.uk if date/name missing on certificate	12
Admin Annual Office Compliance Module	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Site Specific Fire Management Annual Compliance	Yes - certificate from Franchise e-learning**	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Site Specific Health & Safety Annual Compliance	Yes - certificate from Franchise e-learning**	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
DBS <i>Entry not needed if on DBS Update Service</i>	Yes – part of the certificate only	Certificate Number	Refer to Document 26 DBS and DBS Update Service Compliance on SHARK carefully before uploading any documents to ensure not breaching GDPR.	36
DBS Update Service	No	Certificate Number of original DBS	Only applicable to those on the DBS update service.	12
Disclosure Scotland (PVG Short Record Scheme)	Yes – part of the certificate only	Membership Number	Refer to Document 01 Managing Compliance Documents carefully before uploading any documents to ensure not breaching GDPR.	N/A
Poolside Assistant Annual Compliance Module	Yes – certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
Poolside Assistant Annual Health & Safety Module	Yes – certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
GDPR	Yes - certificate from e-learning	N/A - please do not enter anything into this section	Make sure the date on YMPDA matches the date on your certificate from e-learning	12
The following are only compulsory if the role requires the Pool Receptionist / Poolside Assistant is required to hold a lifesaving qualification for their role (check SSPSOP)				

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Poolside Assistant Lifesaving: STA Pool Lifeguard	Yes - qualification. Can be ignored if the PSA has the lifesaving qualification below.	Should state 'STA Lifeguard'.	Make sure the date on YMPDA matches the date on your certificate from awarding body.	36
Poolside Assistant Lifesaving: STA SAT/STA PER/STA PR/NRASC/RLSS Lifeguard	Yes - qualification. Can be ignored if the PSA has the lifesaving qualification above.	Awarding Body and qualification eg. RLSS NRASC or STA SAT	Make sure the date on YMPDA matches the date on your certificate from awarding body.	24
Poolside Assistant Depth Test (Date test undertaken = Cert Issue date)	No	Name of pool	You need to select a depth from the dropdown list – if your depth is not covered please contact compliance@puddleducks.com for it to be added. Always ensure that the depth matches or exceeds the depth of the pool you are working at.	6
Poolside Assistant Lifesaving Refresher & Compliance Declaration	Yes – certificate from e-learning	N/A	Make sure the date on YMPDA matches the date on your certificate from e-learning	6



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