**APPLICATION FOR NEW ONLINE PLATFORM/TOOL APPROVAL**

To seek approval for new online platform or online tool, please complete the form below and email to Safeguarding@salvationarmy.org.au

All applications are to be approved by the Executive Manager Cybersecurity, General Manager Digital Marketing and Executive Manager Safeguarding Policy and Practice. Please note that it will take up to 10 business days for notification of the result of this application.

**Reminder:** Prior to submitting a request for approval to use a non-approved platform/tool, a risk assessment of any activity and platform/tool that involves children and young people must be completed.

Please check that the request for new online platform or tool is not listed as approved on the right column or declined in our toolkits – [Salvos Central](https://salvosau.sharepoint.com/sites/SUP1084Toolkit/SitePages/Program-Approval-Resources%282%29.aspx) or [MySalvos](https://my.salvos.org.au/toolkit/resource/program-approval-resources/1971/)

TSA Approved Online

Platforms

Social Media: Facebook Instagram Twitter

Video Conferencing: Microsoft Teams

WeBEX

**Requester’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Details:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Corps/Portfolio:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product | Description | Link | Users | Reason for using this instead ofTSA approved alternative |
| *For eg: Jitsi* | *Free video conferencing* | *https://jitsi.org/* | *youth group**(13- 17 years)* | *Reason for using this platform.* |
| enter text | enter text | enter text  | enter text  | enter text (If insufficient space, please attach a separate paper to this form) |

Approved by EM Cybersecurity: YES/NO

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by GM Digital Marketing: YES/NO

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Manager Safeguarding Policy & Practice – Environment, Program and Activity: YES/NO

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: 

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Related polices:

[Safety and Wellbeing of Children and Young People Policy](https://intranet.salvos.net/apps/bizmap/%22%20%5Cl%20%22/?t=policy&doc=BAE79AC4-3E92-FC2F-7017-6990EFF849BF)

 [Digital Communications and Social Media Policy](https://intranet.salvos.net/apps/bizmap/#/?t=policy&doc=0532EAE6-5913-3876-298E-209BA1026AA7)