



# MAaP Register Review - (review triggers)

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**Note:** All MAaP forms must be reviewed in full at least once every 12 months from date of approval.

There may be instances where the MAaP form will need to be reviewed earlier than the prescribed 12 months. This includes:

## **1. A change to the venue or the way the program is delivered:**

- A different venue will be used for the program delivery;
- Any structural changes made to the current venue which may alter the ability of personnel to maintain ongoing visibility/ active supervision of all participants in the program or which reduce the ability to control the level of access to the venue by members of the public;
- Part or total change to the way the program is delivered i.e. transportation of participants; providing personal care for participants; moves to or from online delivery; activities occur at different times of the day/ night when the number of people around will be different; starts involving one-on-one or close physical/emotional contact between personnel and participants.

## **2. If a safeguarding incident occurs in the program:**

- The program leader's line manager must review the effectiveness of the controls put in place. This is followed by an investigation and based on the recommendations, the controls may need to be amended accordingly.

If other changes occur which do not require a review of the risk assessment, but which may require other action be taken to respond to potential or actual risks, include those which relate to:

## **3. Personnel change - knowledge and experience:**

- The program leader must ensure that all TSA personnel replacements, hold all the required integrity checks, have completed the standard TSA training/ induction and any program-specific induction/ training to be able to safely run the program.

## **4. Participant change risks:**

- If a participant has newly identified vulnerabilities which require extra support from TSA to feel safe and included in the program, the program leader should put together a support plan for this purpose, discuss it with their line manager and Safeguarding Consultant and add the approved support plan to the MAaP form.

- If a view is formed that a TSA participant, or that of another organisation who is also present for any part of the TSA program, does or may pose a risk to other participants, a discussion should be held with the TSA line manager and Safeguarding Consultant to manage this.

**5. Oversight of the program by management:**

- A change occurs to either a system or process being used or the line manager overseeing the program delivery, and there is no known replacement.