

# MAaP Register Overview - Quick Guide

TSA is a child safe organisation. The Mission Activity and Program (MAaP) Register is a key part of how we work to safeguard children and young people in our care.

It is important that the form is completed and approved in SAMIS prior to the commencement of an activity or program and that all personnel are aware of how the assessment of risk impacts planning and running of each activity or program.

## KEY STEPS

## MORE DETAIL


### 1 SAMIS ACCESS

#### ✔ CO / Manager to request IT Access

- ☐ Complete the SAMIS access form.
- ☐ Ensure Personnel's Police Check & WWC Check are current.
- ☐ See *MAaP Register User Guide* [here](#) for more information on how to request personnel access to SAMIS.

### 2 MAaP ACCESS

#### ✔ Understanding how to use MAaPs

- ☐ MAaP user training is compulsory. Please complete training before attempting to complete your first MAaP form.
- ☐ Log in and as you work through the form, click on the link in the top right hand corner to access reference guides and supporting documents for further assistance.
- ☐ The information icon  will provide you with more information.

### 3 COMPLETE MAaP FORM

#### ✔ Create and submit a MAaP form

- ☐ Create a new MAaP form
- ☐ Complete required fields and tabs
- ☐ Submit the form for approval
- ☐ If form is declined see *MAaP Register User Guide - How to update a draft or declined program* [here](#)
- ☐ Reach out to your Safeguarding Consultant if further assistance is required.
- ☐ Print a copy of the approved form for active reference and tick off Additional Controls as they are implemented.

### 4 UPLOAD SUPPORTING DOCUMENTS

#### ✔ Upload any supporting documents for the program/activity or participants

- ☐ See *Upload File tab - Quick Guide* [here](#) for a list of documents to be uploaded to this tab.

### 5 REVIEW MAaP FORM

#### ✔ Review MAaP form and set templates for future use

- ☐ An email prompting a review is usually sent 1 year from date approved or program end date, whichever occurs first.
- ☐ For more information, see *Risk Assessment Review Guidance - Common Triggers* [here](#) if there are significant changes to a program.
- ☐ For ongoing/recurring programs, copy approved form as a template, update details and review for any program changes.
- ☐ Save approved forms for similar/same programs with similar/same levels of risks. The form can be used for reference or as a template.