MAaP Approver - Checklist

*Have you completed *Tutorial 2 – Approving a MAaP Register Form*, which can be found in SAMIS or in the Safeguarding Toolkit.

*Resources to confidently support you with a thorough review of the MAaP Register Form can be found in the Safeguarding Toolkit. A link is provided in the top right-hand corner of the MAaP form.

Tab	Tasks	Checked
Program Authorisation	-Checkbox is ticked by Safeguarding where Extreme risk rating/s have been addressed.	
	-Checkbox is ticked by WHS where Extreme risk ratings/s have been addressed.	
	-Submit date is automatically populated.	
	-Action Outcomes states: Submitted	
Summary	-All necessary fields have been filled out.	
	-Program ID is automatically populated.	
	-Related Program ID appears when program relates to a Divisional program.	
Personnel	-All personnel are listed in the form. (If unsure, check with the Submitter).	
	-Number of personnel listed provides an appropriate child to adult ratio to ensure adequate active supervision of participants, and takes into consideration age of participants and type of activity, (see *Personnel to Participants Ratios* resource).	
	-All personnel have green integrity checks. (If unsure, check with Submitter).	
Emergency Contacts	-All fields have been completed as per instruction in the tab.	
Activity Risk Assessment	-Risks specific to the program have been identified and added.	
	-Existing controls to mitigate the risks have been entered.	
	-Initial risk rating provided	
	-Additional controls entered to lower the risk rating.	
	-Final risk rating provided	
	-Appropriate steps to address any incidents have been added to the Incident Plan.	
	-Sufficient information entered, which indicates safety of participants will be ensured and personnel	

	are appropriately prepared to run the program safely.	
WHS Risk Assessment	-Review fields that have been completed.	
	-If swimming/water-based activity checked, review additional WHS Water Activity tab.	
	-If car/mini-bus/bus/4WD is checked, review additional WHS Travel Plan tab.	
File Upload	-Check documents uploaded against examples provided in the tab.	
	-A copy of the implemented Additional Controls has been uploaded.	
Further instructions to complete the Review **(Go back to Program Authorisation)**	-From Action menu, select to Approve or Decline form -If approving, check the box adjacent to Assessor Approved -If declining, add a comment in the Approver Comments textbox -Click OK -The Action Outcome should update with the new Outcome -Form is submitted upon confirmation.	