



Personnel Tab - Quick Guide

This section records information relevant to the participants and ALL personnel who will be involved in the program.

Complete ALL fields marked with a **red* & **blue*** before submitting the form.*

**Click on the link in the top right-hand corner for more information on personnel-to-participant ratios appropriate to the program.*

**Click on the link to access: Risk Assessment Review Guidance – Common Triggers, if there are any changes to personnel running the program.*

Note:

All TSA personnel who will run a program must have:

*Received all required safeguarding training and induction to safely run the program

*Read, understood and committed to policies and procedures relevant for safeguarding purposes.

*All required integrity checks have been carried out prior to engaging in the program.

FIELDS REQUIRED	NOTES
Target Age Group	Select one or more age groups that apply to the program.
No. of expected participants	Select the range that best describes the number of expected participants.
Team members	Ensure the program adheres to: <ul style="list-style-type: none">▪ <i>personnel to participant ratios, (click on resource link)</i>▪ personnel having good line of sight of each other, and▪ personnel not placed in a position where they have to be alone with a participant unless specifically required as part of a funding or contract arrangement.
Type	Employee, Officer, Volunteer, etc.
Role	Team Leader, First Aider, Team Member, etc.
Corps or Site	Corps, Site or Corporate from where the member comes.
Worker ID and Full Name	<ul style="list-style-type: none">▪ Workday Worker ID - number assigned to every Officer, Employee and Volunteer.▪ Enter Worker ID, then click on magnifier glass. Full name from Workday will automatically populate.
Police Check	Will automatically populate. Green indicates a valid Police Check. Check with the Integrity Check services when a check shows up orange.
Working With Children Check (WWC Check)	Will automatically populate. Green indicates a valid WWC Check. Check with Integrity Check Services when a check shows up orange.
Del	Allows user to remove Workday Name, ID and both check statuses.
Additional team members	Click on +Add member button on right hand side of the tab to add more personnel.