Helpful Documents - Quick Guide

All helpful documents listed below can be found on the SAMIS system through the following access pathway:

Login and select your Corps > click on *info* in the top right-hand corner of the page > from the dropdown box, select *Helpful Documents.*

DOCUMENTS	DESCRIPTION
Request form: Volunteer Compliance Information for Program Approvals	This form is used to confirm compliance with ICS when Program Leader/event Coordinator is unsure if volunteer is registered in SWD with complete compliance requirements.
Application for New Online Platform and Tool Approval	To seek safeguarding approval for new online platform or online tool, please complete this form and email to safeguarding@salvationarmy.org.au
Food Safety Guidelines	Where food is part of a program, include the *Food Safety Guidelines* in discussions when planning a program. Food handling to be monitored by the leadership team.
Image Consent and Release Form	Parents/Guardians complete this form providing relevant details of the young person participating and permission for images or videos to be shared in compliance with TSA Privacy Notice.
Online Permission Form	Parents/Guardians complete this form giving details of the young person participating in the program. The permission/indemnity sections should be carefully read, with responses provided in each section.
Process for people compliance for program approvals	Process for people compliance for program approvals – Flowchart on the process of obtaining volunteers mandatory checks and training.
Travel Plan Form	Form for inclusion/upload in the MAaP Register application where travel by motor vehicle/s to/from the program is required.