



## Program Approval Step Guide – VIC, TAS, SA, NT, WA

1. Team Leader/Program Leader creates new program in Program Menu by selecting **Add Program** in Safety Management Online (SMO).
2. Team Leader/Program Leader assigns Team (if they are already on SMO). For new team members create a list using the New Program Member List Excel template found at the Resources Section in SMO and on [Salvos Central](#) and [My Salvos](#) Toolkits – click on Program Approval Resources link.
3. Team Leader/Program Leader completes the Activity Risk Assessment form (click on Program Approval Resources link in our:

**Salvos Central Toolkit** - <https://salvosau.sharepoint.com/sites/SUP1084Toolkit>

**My Salvos Toolkit** - <https://my.salvos.org.au/safeguarding-children-and-young-people-toolkit/>

4. Team Leader/Program Leader uploads the Activity Risk Assessment form and the New Program Member List (if using one) to SMO which replaces the embedded Safety Plan. Upload a file button is located at the end of the page.

Attached Documents: Any documents relating to this incident

Upload a file

Drop files here to upload

Cancel Save Program

5. Only complete the mandatory fields marked by red Asterix under Safety Plan tab.

Safety Plan Activities Approval

Contact Details During Program

Save this Safety Plan

Main Contact: \* Katie

Alternate Contact:

Phone Number: \* 94042525

Alternate Phone Number:

Times Available:

Alternate Times Available:

Risk Assessments for this Program

Add a Risk Assessment

Risk	Consequence	Likelihood	Risk Level	Action
No Risk Assessments Setup For This Program				

Location(s)

Primary Location Name: \* Corps

Additional locations and purpose:

Primary Location Address: \* 12 Corps St

6. Team Leader/Program Leader completes the Emergency Contact Information in SMO.
7. Team Leader/Program Leader attaches an Event Schedule in SMO for overnight events.



8. Team Leader/Program Leader attaches the Participant List to the program in SMO for overnight events.
9. Team Leader/Program Leader clicks on Request Permission in SMO.
10. Corps Officer receives notification to approve the program by email.
11. Corps Officer checks the validity of team leaders and members' WWCC checks in Salvos WorkDay (SWD). Training data for volunteers can be checked in SWD and for Officers and employees checked Learn. If you are not in direct line management of the volunteer, employee or Officer then please contact Integrity Check Service (ICS) via [integritycheckhelp@salvationarmy.org.au](mailto:integritycheckhelp@salvationarmy.org.au) to assist with your enquiry. The **Volunteer Mandatory Training and WWCC Status** report provides status of both WWCC and safeguarding training for your volunteers. Managers and Admin of Volunteers can access this report in SWD.  
Please note that for Safeguarding Principles Training there is currently a number of unmatched training records. The ICS can assist in the interim where training records appear to be missing.
12. Corps Officer checks that team members have signed the Mission Volunteer Agreement Form – a copy is kept in their SWD records or signed online. Volunteers may not commence in their roles until this is signed as it relates to our terms of agreement for becoming a volunteer and includes our child safe policies and code of conduct standards.  
  
Select *Refer Coordinator Comments* and leave a message in the comments field indicating which team member is non-compliance with further instructions for the Team Leader.
13. Corps Officer prior to approving, checks and validates all stages of the approval process in SMO.
14. Corps Officer selects Save Approval Progress.
15. Team Leader/Program Leader will receive an email confirming the program has been approved.