

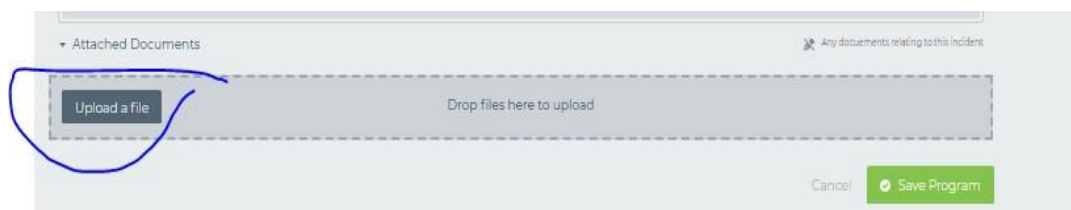


Program Approval Step Guide – VIC, TAS, SA, NT, WA

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> and **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.



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

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 and training in Salvos WorkDay. If you can't locate the team leader's and team member's names in Salvos WorkDay, check in Volunteer Management System (VMS) for volunteers or SMO. Email Safeguarding Policy & Practice team at safeguarding@salvationarmy.org.au for employees/officers. All team members must have compliance before the program can be approved.
If you do not fall in the line management of the volunteer, then please contact Integrity Check Service (ICS) via integritycheckhelp@salvationarmy.org.au to assist with your enquiry. The current report available for the purpose on SWD is Volunteer Mandatory Training and WWCC status.
Please note that for Safeguarding Principles Training 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 Salvos Workday records. 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.