

‘Permission to Proceed’ Procedure

Purpose:

This procedure describes the process to gain ‘Permission to Proceed’ for a ministry activity. The Permission to Proceed process will include consideration of the people, risk assessments and management, emergency response information and any context specific requirements associated with an activity. The ‘Permission to Proceed’ process ensures accountability from Team Leaders and Team Members to the Co-ordinator and Ministry Unit Council. It reduces risks posed to children by an activity and provides a means for Ross River Anglican Church (RRAC) to support Team Leaders and communicate clearly what is appropriate for RRAC activities.

Application for permission to proceed

1. All activities involving children require Permission to Proceed. This includes repeated activities such as youth group, Kid’s Church and Youth Camps along with special activities such as a rock climbing or a Sunday School picnic.
2. An application for Permission to Proceed is completed using Safety Management Online (SMO) by the Team Leader of a Ministry. A Team Member may complete this process with permission from their Team Leader if they have completed Permission to Proceed training.
3. To complete an application for Permission to Proceed, log into SMO and open the ‘Programs’ Tab.
 - a. + Add Program.
 - b. Enter the Team which will conduct the Program. (The Team must be pre-loaded)
 - c. Complete the Safety Plan including the assessment and management of all identifiable risks in accordance with the Team Leader training and as outlined in the Team Leaders Guide pp11-16.
 - d. If required create an Activity Plan (used when a regular program has a special event, eg, Easter egg hunt)
 - e. Complete Emergency Information
 - f. Attach a Program or Event Schedule if available
 - g. Attach a list of participants (for events with fixed participants such as camps)
 - h. Request Permission to Proceed.
4. Regular activities may request Permission to Proceed annually and the permission remains current for 12 months unless changes are made to the activity or safety plan. All changes in leaders, location or content of activities require a new request.
5. Once off events, such as camps or holiday clubs must apply for Permission to Proceed prior to each event.
6. Requests for Permission to Proceed must be submitted at least 7 days prior to the activity.

Granting permission to proceed

1. After receiving the request for Permission to Proceed a Coordinator will review the Program including the Team Members, Safety Plan, Emergency Response and any Activity Plans
2. If compliant with SP3 standards set out in SP3 Team Leader Guide and all risks are appropriately identified and managed Permission to Proceed should be granted. If any concerns or inadequacies are identified, the Team Leader will be notified. After they have been resolved a new request may be made and a second assessment will be completed.