# Responsibilities prior to the program



* The Team Leader will obtain ***Permission to Proceed*** prior to commencing a program.
* The Team Leader will not commence activities without this permission.

The following steps are required for the granting of ***Permission to Proceed:***

1. **Appointed People**: Each of your Team Members must be properly appointed according to your organisation’s policy. Resource *CSE4-RM Sample Team Member Information* provides a sample spreadsheet for providing Team Member information.
2. **Safety Plans**: You must submit a satisfactory plan covering safety issues.
3. All programs must submit *CSE4-SS Safety Information.*
4. Programs with additional activities must complete the appropriate number of *CSE4-SA Activity Information*.
5. **Critical Incident Response Information**: You need to have current information about your organisation’s Critical Incident Response process, including when and how to request its use. This step is dependent on your organisation having an operational Critical Incident Response process in place.
6. **Context Specific Requirements**: Additional information may be required as follows:
7. A copy of your program outline (event schedule, Semester calendar etc.) may be applicable.
8. Residential programs should submit a list of participant details. Resource *CSE4-RI Sample Participant Information* provides a simple template.
9. **Permission Granted**: Your Coordinator assesses the information you provide and, if satisfied that the planned program is satisfactory to your organisation, will grant you Permission to Proceed in writing.

# Responsibilities during and after the program

* The Team Leader will oversee the implementation of the safety plans during the program, delegating aspects of this as appropriate.
* The Team Leader is responsible for information received related to the discipline or removal of a Team Member, or the alteration or cancellation of the program, if required for reasons of safety.
* If an incident occurs, the Team Leader will take a leadership role in responding to this and ensure that the incident is reported. The Team Leader will contact the organisation in relation to serious or critical incidents, and if necessary, request that the Critical Incident Response Team be activated.
* The Team Leader will provide any incident reports within one week of the completion of the program.

# Specific Details of Appointment

**Program or event:** **Dates**: **Length of appointment**:

# Agreement by Team Leader

1. I agree to my appointment as a Team Leader. I understand that I am accountable to the organisation and will endeavour to carry out the role in accordance with the description given above, with the assistance of my Coordinator.
2. I will not lead an activity until that activity has been granted Permission to Proceed (This is a written confirmation based upon completion of safety and care planning as outlined above).

# Appointment by Coordinator

*I appoint the person named above as a Team Leader*.

**Name of Team Leader**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Office Use:

🞎 Appointment processed.

Date: