

## Seventh-day Adventist Church (South Queensland Conference) Limited

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folder

Department: Compliance	Description: Form
Document Name: Team Leader Safety and Care Agreement	Issue Date: 26 July 2012
Document ID: SQC059.001.ADM	Review Date: 26 July 2015

# ***Team Leader Safety and Care Agreement***

CREATED BY: Ashley Bakay	
REVISED BY: new document	
AUTHORISED BY: David Rodgers	Sign
APPROVED BY: CEO / ADCOM	Sign
SECTION	CHANGES IN THIS VERSION

# TEAM LEADER SAFETY AND CARE AGREEMENT

This document can be completed at the beginning of Team Leader employment or at the beginning of the year.

Seventh-day Adventist Church (South Queensland Conference) Limited  
 19 Eagle Terrace Brisbane Qld 4000  
 Telephone (07) 3218 7777 Facsimile (07) 3236 1305



## 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 Team Member has a blue card or an exemption, and has completed SQC033.004 – Child Work Volunteer Application Form.
2. Team Members: Have completed SQC028.001.ADM – Blue Card Register
3. Safety Plans: High Risk activities/events must have completed SQC021.001.ADM - Local Church Permission to Proceed High Risk Events, which contains the risk assessment for the activity/event.
4. Emergency Response Information: you need to have current information about the Local Church & Conference Emergency Response process, including when and how to request its use.
5. Context Specific Requirements: Additional information may be required as follows:
  - a. Residential/overnight programs should submit a list of participant details. Resource: SQC058.001.ADM – Participant Register Form.
6. Permission Granted: Your Coordinator assesses the information you provide and, if satisfied that the planned program is satisfactory, you Coordinator 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 contact the Safety Coordinator in relation to serious or critical incidents, and if necessary request that the Emergency 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

Length of appointment:			
Start:		End:	

## Agreement by Team Leader

1. I agree to my appointment as a Team Leader. I understand that I am accountable to the Local Church Board 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).

Name of Team Leader:			
Signed:		Dated:	

## Confirmation by Coordinator

I confirm the person named above as Team Leader.

Name of Coordinator:			
Signed:		Dated:	

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## Acknowledgement of Compliance with Controlled Document Procedure

Name of Department / Facility Compliance

Document Controller Ashley Bakay

I hereby acknowledge receipt of Controlled Document number SQC059.001.ADM I have replaced all printed copies of previous versions and destroyed them.

Church \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

*Please return this completed form within one week of receipt to the person who issued this document (The Document Controller).*

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