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Part 10 | authorising award leader sops

 DofE Journey Planning pack

# JPLS101 – Approval

* **Triggers:** A journey is submitted for approval
* Check planning paperwork is complete.
* Ensure the planning paperwork is signed off by the Supervisor and Assessor.
* Verify the activities and journey meets Award Requirements and is appropriate to the Award Level.
* Confirm all supervisors meet the minimum competencies (Auckland Challenge Only).
* Ensure all participants have completed training.
* Ensure all participants have entered the journey into the ORB.

**If the above criteria are met:**

* Sign the approval form in the Journey Plan
* Approve the activities in the ORB
* Store a copy of the Approval form in your Award Unit’s Information Management System
* **Auckland Challenge Specific steps**
	+ Store a copy of the journey plan in Auckland Challenge’s Information Management System (Public/Shared/Journeys/year/date)
	+ Enter the Journey Details into Salesforce

# JPLS601 – Notification of Incident

* **Triggers:** The Award Leader is notified of an incident by the Emergency Contact
1. **Provide** the Emergency contact with any additional guidance as required by your Award Unit
2. **Record** as many details about the incident as possible
3. **NOTIFY** the National Award Office if the incident is likely to bring the Award into disrepute or media attention
4. **NOTIFY** any other such governing body such as Board of Directors as required

**AT ALL TIMES:**

* Follow your Award Unit’s Media plans and policies
* DO NOT travel to the incident
* DO NOT communicate directly with any affected parties – all communication is to be relayed through the group Emergency Contact

# JPLS602 – After a journey with an incident

* **Triggers:** After any journey where there has been an incident
1. **Review** the provided incident notification form
2. **Debrief** with the group and supervisor, include
	1. Why the incident occurred
	2. What happened
	3. What will be done to prevent the incident in the future
3. **Update** any risk registers or similar documents as required
4. **Notify** any external parties as required, specifically:
	1. The National Award Office: if the incident may cause harm or media attention to the Award
	2. Worksafe: if there has been a notifiable incident
	3. Award Unit Board or governing body: as required by Award Unit SMS

**AT ALL TIMES:**

* Follow your Award Unit’s Media plans and policies
* DO NOT travel to the incident
* DO NOT communicate directly with any affected parties – all communication is to be relayed through the group Emergency Contact