

Safety checklist for Peer Support Program Coordinators and Peer Leaders.

To ensure the safety and wellbeing of your program participants, the Local Drug Action Team should make sure the following steps have been taken before the start of the program.

Peer Support Program Coordinators should:

- ✓ read all program policies and procedures
- ✓ provide a successful Working with Children Check and National Police Check
- ✓ complete Peer Leader training
- ✓ be given a list of support services and emergency contact numbers
- ✓ know who they can contact with questions or concerns

Peer Leaders should:

- ✓ read relevant program policies and procedures
- ✓ complete Peer Leader training on:
 - roles and responsibilities
 - impacts of alcohol and other drugs on young people
 - confidentiality and Duty of Care, including mandatory reporting
 - communication skills
 - supporting peers
 - self-care and stress management
- ✓ be given the Program Coordinator's phone number that they can call out of hours if needed
- ✓ be given a list of support services and emergency contact numbers
- ✓ know who they can contact with questions or concerns.

