



# Keeping Children Safe - Standards

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## Overview

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### Overview

The Salvation Army Australia Southern Territory (AUS) is committed to ensuring that its worship and program environments and workers are safe for all children and youth.

The Salvation Army Keeping Children Safe standards are based on the fundamental principles that every child who participates in the activities of The Salvation Army has a right to be free from physical, sexual and emotional abuse, neglect, exploitation, and harassment and bullying.

The Salvation Army’s position as a child safe organisation is not simply to create an environment that minimises risk or danger, rather it is about building an environment which is both child-safe and child-friendly, where children and young people feel respected, safe, valued and are encouraged to reach their full potential.

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## Guiding principles

The Salvation Army's commitment as a child safe organisation, for all children and youth regardless of gender, ability, cultural or linguistic background, is founded on:

- Zero tolerance of child abuse in any form.

The Salvation Army will not tolerate any form of child abuse and will take a preventative and proactive approach to managing risks associated with child abuse in the provision of its activities.

- A child safe and child friendly organisational culture.

The Salvation Army recognises that building an open and aware culture is integral to preventing child abuse. When an organisation is aware of issues relating to child abuse and encourages open discussion and scrutiny, it becomes more difficult for abuse to occur and remain hidden.

- Recognition of the rights of children.

Australia is a signatory to the United Nations Convention of the Rights of the Child and The Salvation Army is committed to upholding the rights and obligations of the convention. The Salvation Army recognises that some groups of children, for example Aboriginal and Torres Strait Islander, those living with a disability or living in isolated areas, are particularly vulnerable to human rights violations.

- Child protection and safety as a shared responsibility.

Creating child safe environments is a dynamic process that involves active participation and responsibility by all sectors of the community including; individuals, families, government and non-government organisations and community groups. Sharing responsibility for the care and protection of children helps to develop a stronger, more child focused community. A child safe community can care for all children, identify vulnerable children, support children who have been abused and neglected and prevent further harm to children.

- A structured and responsive risk management approach.

Careful risk management is recognised as part of child abuse prevention. Identifying, assessing and taking steps to minimise the risk of harm to children can prevent or minimise the incidence of child abuse.

- Commitment of leadership within all levels of The Salvation Army to the Keeping Children Safe Statement of Commitment, Code of Conduct and Standards.

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## Scope

The Keeping Children Safe Standards apply to all workers (as defined in the Keeping Children Safe Policy).

The Salvation Army expects all workers to be fully aware and knowledgeable of these standards and the supporting policy, whether or not they work with children and youth.

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**Legislative  
frameworks**

Nothing in these standards shall remove or diminish individual and/or The Salvation Army's responsibilities as stipulated in state/territory and/or federal legislation and funding requirements.

The Salvation Army will comply with state/territory and/or federal legislative and/or funding body reporting requirements.

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## Standard 1: Child safety is embedded in The Salvation Army culture and reflected through its leadership structures.

<p><b>What does this mean?</b></p>	<p>As a child safe organisation, The Salvation Army is committed to ensuring that:</p> <ul style="list-style-type: none"> <li>• The wellbeing and safety of children and youth is a paramount concern.</li> <li>• A culture of child safety is embedded in organisational culture, policy and procedure and is actively endorsed and promoted at all levels of the organisation.</li> <li>• The Salvation Army leadership, at all levels, actively endorse and support the organisational commitment to being a child safe organisation.</li> <li>• The Salvation Army officer, as a spiritual leader within their local and the broader Australian community, has a commitment to embrace and embed child safety and wellbeing in all worship, program and community activities.</li> <li>• The responsibility for the care and protection of children is the responsibility of all workers engaged by The Salvation Army, whether or not they work directly with children and youth.</li> <li>• The Salvation Army policy, procedure and practice reflect a culture of child safety.</li> <li>• SP3 (Safe People, Safe Programs, Safe Places) as its mandatory safety management system across all its ministry base programs is endorsed and supported by organisational leadership and operationalised through divisional children and youth departments.</li> </ul>
<p><b>Key requirements</b></p>	<ul style="list-style-type: none"> <li>• The Salvation Army has a Keeping Children Safe Policy, Statement of Commitment and Code of Conduct that is relevant to all workers. The Keeping Children Safe Policy is operationalised through an overarching set of Standards.</li> <li>• All levels of The Salvation Army leadership will ensure workers within their appointment are compliant with the Keeping Children Safe Policy, Code of Conduct and the Standards, and uphold the Keeping Children Safe Statement of Commitment.</li> <li>• The Salvation Army has policy and procedure to ensure that all workers respond in a definitive and considered way to allegations of abuse against children.</li> <li>• The Salvation Army has a commitment to ensure all workers are aware of their responsibilities and reporting requirements.</li> <li>• The Salvation Army leadership endorses SP3 (Safe People, Safe Programs, Safe Places) as its mandatory safety management system for the Southern Australia Territory across all its ministry based programs</li> <li>• All Salvation Army officers, including those in leadership, will undertake SP3 training.</li> </ul>

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<p><b>Indicators of Compliance</b></p>	<ul style="list-style-type: none"> <li>• Information about The Salvation Army Keeping Children Safe approach and commitment is available to all workers engaged with and/or working under the banner of The Salvation Army.</li> <li>• Information about The Salvation Army Keeping Children Safe approach and commitment is available and is clearly visible on the organisation’s approved communication platforms and across Salvation Army sites.</li> <li>• All Salvation officers are SP3 trained and SP3 is embedded as the mandatory safety management system across all ministry based programs.</li> </ul> <p>Parents, carers and children, as relevant, in the organisation are made aware of The Salvation Army’s Statement of Commitment and Code of Conduct, and are able to access copies of these documents.</p>
<p><b>Relevant organisation policy and procedure</b></p>	<p>Policy KCS - Keeping Children Safe</p> <ul style="list-style-type: none"> <li>• KCS Attach 1 - Statement of Commitment</li> <li>• KCS Attach 2 - Code of Conduct</li> <li>• KCS Attach 3 – KCS Standards</li> </ul>

## Standard 2: The Salvation Army has a child safe policy framework.

### What does this mean?

The Salvation Army has an endorsed Keeping Children Safe Policy, Statement of Commitment and Code of Conduct.

The Salvation Army's Keeping Children Safe Policy is founded on the principles of:

- A zero tolerance of child abuse in any form.
- A child safe and child friendly organisational culture.
- The recognition of the rights of children.
- An understanding that child protection and safety as a shared responsibility.
- A structured and responsive risk management approach.

The Salvation Army leadership, at all levels, actively endorse and support the organisation's Keeping Children Safe Policy and are committed to ensuring all workers are compliant with the Keeping Children Safe Policy, Code of Conduct and uphold the Keeping Children Safe Statement of Commitment.

The Salvation Army's policy, procedure and practice reflect a culture of child safety.

### Key requirements

- The Salvation Army Keeping Children Safe Policy is relevant to all workers engaged with and/or working under the banner of The Salvation Army.
- The Salvation Army has a Keeping Children Safe Statement of Commitment and Code of Conduct that is relevant to all workers engaged with and working under the banner of the organisation, and requires all workers to read and sign the Code of Conduct on induction and every three years thereafter.
- The Salvation Army endorses SP3 (Safe People, Safe Programs, Safe Places) as its mandatory safety management system for the Southern Australia Territory across all its ministry based programs.
- The Salvation Army has policy and procedure to ensure that all workers respond in a definitive and considered way to allegations of abuse against children.
- Salvation Army officers as spiritual leaders within their local and the broader Australian community have a commitment to embrace and embed child safety and wellbeing in all worship, program and community activities.
- Salvation Army senior representatives and managers will ensure all workers within their appointment are compliant with the Keeping Children Safe Policy and uphold the Keeping Children Safe Statement of Commitment.

The Salvation Army has a commitment to ensuring all workers are aware of their responsibilities and reporting requirements.

<p><b>Compliance Indicators</b></p>	<ul style="list-style-type: none"> <li>• All workers engaged with The Salvation Army are aware of: <ul style="list-style-type: none"> <li>○ Their responsibilities under the organisation’s Keeping Children Safe Statement of Commitment, Code of Conduct and relevant organisational policy and procedures.</li> <li>○ The legislative and organisational requirements and responsibilities for the notification and reporting of abuse.</li> <li>○ The need to protect children from abuse and harm underpins The Salvation Army’s work with children.</li> </ul> </li> <li>• Information about The Salvation Army’s child safety approach and commitment is available to all workers and is clearly visible across Salvation Army approved communication platforms and in Salvation Army sites.</li> </ul> <p>Parents, care givers and children, as relevant, in the organisation are made aware of TSA’s Statement of Commitment and Code of Conduct, and are able to access copies of these documents.</p>
<p><b>Relevant organisation policy and procedure</b></p>	<p>Policy KCS - Keeping Children Safe</p> <ul style="list-style-type: none"> <li>• KCS Attach 1 - Statement of Commitment</li> <li>• KCS Attach 2 - Code of Conduct</li> <li>• KCS Attach 3 – KCS Standards</li> </ul> <p>Policy RCA - Reporting Child Abuse (Currently in draft)</p> <p>Policy RNA - Reporting and Notification of Abuse</p>

**Standard 3: The Salvation Army sets clear expectations for appropriate behaviour.**

<p><b>What does this mean?</b></p>	<p>As a child safe organisation, The Salvation Army Keeping Children Safe Code of Conduct sets a benchmark, based on legislative and organisational requirements and community expectations, for expected and acceptable behaviour for all people engaged with or working under the banner of The Salvation Army, irrespective of whether they work directly with children and/or youth.</p>
<p><b>Key Requirements</b></p>	<p>The Salvation Army:</p> <ul style="list-style-type: none"> <li>• Has a Keeping Children Safe Code of Conduct.</li> <li>• Requires that all people engaged with and/or working under the banner of The Salvation Army will work within this code of conduct whether or not they actively engage children as part of their work.</li> <li>• Leadership, and senior Salvation Army representatives and managers will ensure full compliance with child safe standards from workers under their supervision and management.</li> <li>• Line managers ensure that young people involved in Salvation Army activities in a voluntary capacity (i.e. junior leaders in corps based programs; students) are appropriately supervised and managed, and do not have unsupervised contact and/or access to other children.</li> <li>• Requires that all workers complete the minimum Keeping Children Safe Induction training, incorporating The Salvation Army Keeping Children Safe Code of Conduct.</li> <li>• Requires that the Keeping Children Safe Code of Conduct is publicly available, and will be published and communicated via various media platforms throughout The Salvation Army.</li> </ul>
<p><b>Indicators of compliance</b></p>	<ul style="list-style-type: none"> <li>• All workers have read and acknowledged the Keeping Children Safe Code of Conduct as part of induction process, and every three years thereafter.</li> <li>• Workers within specific children /youth child funded services will also need to comply with state, territory and/or federal legislative requirements.</li> <li>• Compliance with Keeping Children Safe Induction training and worker commitment to the Code of Conduct will be coordinated and tracked through the LEARN platform or through the SP3 – Safety Management Online portal for workers in Corps based activities, and recorded on the Volunteer Management System in the case of volunteers.</li> <li>• Failure to comply with or breaches of the Code of Conduct will be addressed through worker performance management processes.</li> <li>• Compliance with the Code of Conduct will be reviewed as an ongoing process of worker management processes.</li> <li>• The Keeping Children Safe Code of Conduct is publicly available via various media platforms throughout The Salvation Army.</li> </ul>

<p><b>Relevant organisation policy and procedure</b></p>	<p>Policy INT - Internet Usage Policy  Policy SNW - Social Media and the use of social networking tools Policy  Policy IPO - iPads in the workplace – personally owned Policy</p> <p><b>Human Resource Manual (HR Hub)</b></p> <ul style="list-style-type: none"> <li>• Section 2 Our Organisation <ul style="list-style-type: none"> <li>2.1 Employee Code of Conduct</li> </ul> </li> </ul> <p><b>Employment Plus</b></p> <ul style="list-style-type: none"> <li>• Policy Code of Conduct</li> <li>• Policy Electronic Communication</li> <li>• Policy Social Media</li> </ul> <p><b>Volunteer Resources (SARMY)</b></p> <ul style="list-style-type: none"> <li>• Volunteer Engagement Management Handbook</li> <li>• Volunteer Handbook</li> </ul>
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**Standard 4: The Salvation Army has screening and recruitment practices that reduce the risk of child abuse by new and existing workers**

**What does it mean?**

The Salvation Army has policy and procedure to ensure all workers who are engaged to work for and on behalf of TSA are appropriately screened and recruited with reference to the inherent requirements of positions and duties.

The Salvation Army is compliant with relevant legislation and/or statutory body requirements for the screening and recruitment of workers.

The selection and appointment of people to work for The Salvation Army in the area of children and youth will, as per organisational appointment and selection processes, include:

- Application detailing personal contact details, relevant and past experience;
- Integrity checks, as per The Salvation Army Integrity Checking Policy (ICP);
- Selection criteria that clearly states the experience, qualifications, abilities and attributes expected for the position.
- Reference checks.
- Interview by The Salvation Army management representatives.

All workers, regardless of whether or not they work with children, will undertake The Salvation Army Keeping Children Safe induction module which incorporates an orientation to the Keeping Children Safe Policy, Statement of Commitment, Code of Conduct and specific policy and procedures related to reporting of abuse.

**Key requirements: Recruitment and Selection.**

All workers are screened and recruited in accordance with relevant organisational policy and procedure as follows:

	<b>Policy reference</b>	<b>Timing</b>
Candidates	Divisional Candidates Handbook	As part of the formal application process.
Employees	Human Resources Manual – Section 6 Recruitment and Selection	Prior to selection.
Volunteers	Volunteer Engagement Management Handbook	Prior to engagement.

**Note: Volunteer carers.**

In relation to volunteer carers (i.e. Out of Home Care and other relevant funded volunteer care sectors) recruitment processes will comply with relevant statutory screening and recruitment requirements, including selection criteria and registration of carers on statutory databases.

**Key Requirements:  
Integrity Checking**

The Salvation Army recognises that integrity screening (police checks and WWCC) is an important function of the screening and recruitment processes.

Integrity Checking processes are mandated through the *The Salvation Army Integrity Checking Policy (ICP)*, and operationalised through the Territorial Professional Standards Unit in coordination with relevant Human Resource Departments, Volunteer Resource Teams, divisions/regions and business units.

The Integrity Checking Policy mandates the following checks to be undertaken for people wishing to engage with and/or be employed by The Salvation Army:

Who?	What checks are required?	Renewal period
Candidates	<ul style="list-style-type: none"> <li>• Police and financial checks mandatory.</li> <li>• WWCC mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• WWCC renewed as per legislative requirement.</li> </ul>
Officers	<ul style="list-style-type: none"> <li>• Police and financial checks mandatory.</li> <li>• WWCC mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• WWCC renewed as per legislative requirement.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Police check mandatory.</li> <li>• Financial check as required for nominated positions.</li> <li>• WWCC as per legislative requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years.</li> <li>• Every 3 years.</li> <li>• WWCC renewed as per legislative requirement.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Requirement for police and/or financial check determined on basis of risk assessment of duties.</li> <li>• WWCC as per legislative requirement.</li> </ul> <p>Note: Volunteers engaged in child related activities, particularly those engaged in ministry based activities, must have both a police check and WWCC where required under state/territory legislation.</p>	<ul style="list-style-type: none"> <li>• Every 3 years.</li> <li>• WWCC renewed as per legislative requirement</li> </ul>

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	<p>All disclosable outcomes arising from an integrity check are subject to a risk assessment process, as per the relevant The Salvation Army Criminal History Risk Assessment procedures.</p> <p>Relevant integrity check reference data for officers and employees is maintained on the The Salvation Army human resource system CHRIS-21, and for volunteers on the The Salvation Army Volunteer Management System.</p>
<p><b>Key requirements: Induction Processes</b></p>	<p>Induction is the process of introducing new workers, or those reassigned to a new role and/or department to The Salvation Army, and the roles and responsibilities inherent to the organisation and the specific workplace.</p> <p>Induction is an important process that fulfils a legal obligation, the socialisation needs of new workers and compliance with the policies of The Salvation Army, and should be completed by the workers line manager at the earliest possible time after employment/engagement.</p> <p>The induction process will ensure all workers:</p> <ul style="list-style-type: none"> <li>• Understand the context and culture of The Salvation Army as a child safe organisation and their contribution to the mission;</li> <li>• Understand the rights and responsibilities they have within a child safe organisation.</li> </ul> <p>With respect to The Salvation Army Keeping Children Safe Policy:</p> <ul style="list-style-type: none"> <li>• All newly engaged workers, regardless of whether or not they work with children, and including volunteer carers within statutory programs, will undertake The Salvation Army Keeping Children Safe Induction module.</li> </ul> <p>This induction module includes the Keeping Children Safe Code of Conduct which workers must acknowledge/sign.</p>

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**Key requirements:  
Probation Processes**

Probation allows the new workers and The Salvation Army to assess whether there is a good fit between the requirements of the role and organisational culture and the worker’s skills, knowledge and experience.

Probation assists The Salvation Army in establishing whether the workers’ behaviour and conduct is in keeping with the mission and values of The Salvation Army.

Probation will only be instituted for specific workers, based on need addressed during the recruitment and selection phase, and as per organisational policy and procedure as follows:

	<b>Policy Reference</b>	<b>Timing</b>
Newly commissioned officers	Post Commissioning Programme - First Five Years of Officership	First five years
Employees	For applicable employees under: Human Resources Manual – Section 7 Induction and Probation: 7.2 Probation	6 months
Volunteers	For applicable volunteers under: Volunteer Engagement Management Handbook	As negotiated with the volunteer.

With specific reference to the Keeping Children Safe policy, Salvation Army, line managers (whether they are employees or officers) will, during a probation period:

- Provide guidance and support to workers on the standards required for safely working with children to allow them to quickly and efficiently perform the requirements of their role and meet the standards required by the organisation.
- Provide guidance and support to all workers through instruction and feedback on work performance, and through regular meetings to discuss work and work performance as it relates to The Salvation Army Keeping Children Safe Standards and Code of Conduct.

**Indicators of Compliance**

- All line managers, and other relevant Salvation Army workers, engaged in the recruitment of workers for The Salvation Army will adhere to relevant organisational recruitment and selection policies.
- All positions will be filled in accordance with organisation policy, and comply with statutory body requirements where appropriate.
- All volunteers will be registered on The Salvation Army Volunteer Management System.

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	<ul style="list-style-type: none"> <li>• Line managers and other relevant Salvation Army workers are equipped with the tools and reference materials to ensure their workers have access to relevant training and information.</li> <li>• As per The Salvation Army policy, and statutory requirements where relevant, workers will complete the relevant integrity checks prior to appointment, noting procedural considerations for exceptional delays in processing of police checks, and relevant reference data is retained.</li> <li>• The Salvation Army conducts a risk assessment of all disclosable outcomes arising from an integrity check, and that this risk assessment complies with legislative requirements and organisational policy.</li> <li>• All workers will be inducted in accordance with organisational policy and procedure.</li> <li>• All workers have undertaken The Salvation Army Keeping Children Safe Induction Module and acknowledged The Salvation Army Keeping Children Safe Code of Conduct as part of induction process, and every three years thereafter.</li> <li>• Integrity check reference data for officers and employees will be retained on the human resource information system, Chris-21.</li> <li>• Integrity check reference data for individuals working in ministry base activities, including volunteers, will be recorded on the Safety Management Online (SMO), the online resource portal for SP3.</li> <li>• Training requirements will be coordinated and tracked by the relevant line manager through the LEARN platform or through the SP3 - Safety Management Online portal for corps based workers, as appropriate, and recorded on the Volunteer Management System in the case of volunteers.</li> </ul>
<p><b>Relevant organisation policy and procedure</b></p>	<p>Policy ICP - Integrity Checking  Procedure – Officer Criminal History Risk Assessment  HR Procedure – Employee Criminal History Risk Assessment  VR Procedure – Volunteer Criminal History Risk Assessment  Divisional Candidate Handbook  Procedure: Candidate Integrity Checking (CIC)  <b>Territorial Human Resources Manual (HR HUB)</b>  Section 06 Recruitment and Selection  6.1 Recruitment and Selection  6.2 Eligibility to work in Australia and The Salvation Army  6.3 Integrity Checking  Section 07 Induction and Probation  7.1 Induction  7.2 Probation  <b>Volunteer Resources on SARMY</b>  Volunteer Management Handbook</p> <ul style="list-style-type: none"> <li>• Territorial Volunteer Integrity Check Matrix</li> <li>• Volunteer Role Profile template</li> <li>• Volunteer Police Checks</li> <li>• Volunteer Interview Guide</li> <li>• Volunteer Agreement</li> <li>• Volunteer Registration</li> <li>• Volunteer Induction Checklist</li> </ul>

**Standard 5: The Salvation has clear expectations for worker management, support, training and development opportunities in relation to child safety.**

**What does this mean?**

The Salvation Army fosters a supportive environment that encourages and provides opportunities for all workers to develop and maintain skills to ensure child safety.

The Salvation Army promotes awareness of the appropriate standards to be met by all workers and monitors compliance fairly and objectively.

The Salvation Army ensures all workers have ongoing management and support through various means to promote the establishment and maintenance of a child safe environment.

The Salvation Army leadership and line managers are responsible for ensuring workers within their direct report are equipped with the necessary information and knowledge to ensure they comply with organisational policy and procedure related to keeping children safe, the management of risk associated with child abuse and their legislative and organisational reporting and notification requirements.

This will be achieved through various means including, but not limited to:

- The Salvation Army Keeping Children Safe Induction training.
- Specific child safety training for workers in child related activities.
- Other relevant organisational policy and procedural training relevant to keeping children safe.
- Management, monitoring and support from line manager and/or more senior worker.
- Access to the Territorial Professional Standards Unit for advice, guidance, additional training and support on issues related to child safety.

The Salvation Army Keeping Children Safe training and resource development will be coordinated through The Salvation Army Territorial Professional Standards Unit, in coordination with the relevant organisational programs and the relevant school in Catherine Booth College.

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**Key requirements:  
Management and  
Support**

Management and support of workers is provided in a way that defines and sets the expectations of a worker's accountability and performance with the aim of protecting children from abuse and harm.

Line managers are responsible for providing opportunities for workers engaged in the delivery of worship and program activities to develop and maintain the necessary knowledge and understanding required for child safe environments.

Management and support processes are provided on a regular and ongoing basis assessed on the level of individual worker capacity and skills and in line with Salvation Army policy and procedure, and funding body guidelines as relevant.

***For officers this will include:***

- Officer appraisals
- Centre/department/corps review (every 2 years);
- Officer report to relevant line manager.

In addition, officer training opportunities are provided through:

- Cluster training ('Growing Healthy Corps');
- Theological education;
- Leadership development training.
- All newly commissioned officers are supported by a Coach Coordinator and mentor through their first five years of officership through the First Five Years Program.
- Formal reviews occur at the first and fifth years with sign off by the Officer Review Board.

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**Key requirements:  
Training and  
Development**

The Salvation Army supports the performance development of all workers to improve, enhance and/or refresh skills and knowledge on child safety.

Line managers are responsible for ensuring workers who are engaged in the delivery of program activities for children receive adequate support and training.

All workers engaged in child related activities will undertake mandatory training, to be repeated every three years, as follows:

<b>Workers in child related activities</b>	<b>Training requirements</b>
Candidates	Keeping Children Safe Induction SP3 Member Level training, including M2 Protection of Children and Vulnerable People
Cadets	Keeping Children Safe Induction SP3 – all module levels, including M2 Protection of Children and Vulnerable People
Officers (irrespective of appointment)	Keeping Children Safe Induction SP3 – all module levels, including M2 Protection of Children and Vulnerable People
Employees	Keeping Children Safe Induction Child Wise © Child Safety Training
Volunteers	Keeping Children Safe Induction SP3 Member Level training, including M2 Protection of Children and Vulnerable People
Contractors	Keeping Children Safe Induction

Line managers are required to ensure workers are trained and fully aware of any legislative and/or statutory reporting requirements.

The Territorial Professional Standards Unit will notify Salvation leadership and line managers of relevant legislative and/or statutory reporting requirements and/or changes therewith, and ensure that information and/or training updates are provided in a timely manner to ensure compliance and continued commitment to child safety.

**Note: The Salvation Army South Australia Division**

The Salvation Army South Australia Division is required to meet the Child Safe Environments legislative requirements under the Children’s Protection Act 1993 (SA), which includes mandated Child Safe Environments accredited training.

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Who	Training
All workers	Keeping Children Safe Induction.
Any worker engaged in child related activities, inclusive off: <ul style="list-style-type: none"> <li>• All officers;</li> <li>• Full, part-time and casual employees;</li> <li>• Volunteers working 15 hours or more in a week in child related activities within social programs.</li> </ul>	SA mandated Child Safe Environment Accredited Training. Where a worker can demonstrate completion of the SA Child Safe Environment Accredited Training, they will only be required to complete the SP3 M1 & M2 modules every three years thereafter.
Volunteers in corps based programs and activities.	SP3 Member Level training, including M2 Protection of Children and Vulnerable People
Workers who complete the mandated South Australia Child Safe Environment Accredited training will be exempt from the organisational requirement of completing the Child Wise© Child Safety Training and will be given Recognition of Prior Learning for the mandated SP3 training modules, where relevant.	

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<p><b>Indicators of compliance.</b></p>	<ul style="list-style-type: none"> <li>• All workers have undertaken The Salvation Army Keeping Children Safe Induction module and acknowledged the Code of Conduct.</li> <li>• All workers in government funded child related programs have undertaken the mandatory Child Wise© Child Safety training.</li> <li>• All workers in Corps and other ministry based child related activities (i.e. in corps based settings) have registered with and undertaken the appropriate SP3 training, including SP3 Module 2 - Protection of Children and Vulnerable People</li> <li>• Workers in child related activities are actively supported by line managers to review and plan for ongoing professional development related to their work.</li> <li>• Where issues are identified, worker performance is reviewed in collaboration with their direct line manager against The Salvation Army Keeping Children Safe Policy, Statement of Commitment, Code of Conduct and in accordance with related policy and procedures.</li> <li>• Training and development is linked to worker performance management processes.</li> </ul> <p>Training records for all workers are maintained on the LEARN platform, the SP3 Safety Management Online portal or the Volunteer Management System as appropriate.</p>
<p><b>Relevant organisation policy and procedure</b></p>	<p>The Salvation Army Keeping Children Safe Induction module.</p> <p>SP3 training resources located and tracked on the SP3 Safety Management Online (SMO) portal.</p> <p>The Salvation Army South Australia Division – Child Protection: Child Safe Environments</p> <ul style="list-style-type: none"> <li>• Policy: Child Protection – Child Safe Environments (SAD-ORG-POL_015_ChildProtection_CSE_V28) &amp; Attachment 1: Child Safe Environment Code of Conduct.</li> <li>• Procedure: Child Protection – Child Safe Environments (SAD_GAM_ERM_PRO_ChildProtection_CSE-VO1) &amp; Attachment 1:</li> </ul>

**Standard 6: The Salvation Army has procedures for reporting and responding to child abuse.**

**What does this mean?**

The Salvation Army has:

- Policy and procedure that describes a worker’s responsibility to respond to and report child abuse (physical, sexual and emotional abuse and neglect) to the appropriate authorities and internally.
- Policy requires that allegations of sexual and physical abuse are reported to the appropriate statutory authorities and to The Salvation Army Territorial Professional Standards Unit.

The Salvation Army ensures all workers are:

- Appropriately trained in relevant Salvation Army policy and procedure on responding to and reporting child abuse.
- Appropriately resourced and informed of legislative and statutory child abuse reporting requirements.

In addition, The Salvation Army ensures workers in child related activities are:

- Appropriately resourced and trained to identify risk factors associated with sexual and physical abuse and how to protect a child in the case of an allegation.
- Appropriately resourced on how to support children and their families in relation to the management of the allegation, where applicable and guided by statutory authorities.

**Key requirements.**

- All workers understand their legislative responsibilities in relation to reporting allegations and instances of child sexual and physical abuse, emotional abuse and neglect to the appropriate authorities.
- All workers understand their organisational responsibilities on how to record and report within The Salvation Army allegations of abuse. Volunteers understand how to refer allegations or safety concerns to their direct line manager.
- Information on how to report concerns to a Salvation Army worker is clearly displayed and publicised so that children and their families understand their rights and responsibilities, and the processes that will be undertaken in response to an allegation.
- If an allegation of abuse or a safety concern is raised, a Salvation Army nominated worker will keep the child and their family/carer aware of progress and actions the organisation will take in relation to the management of the allegation/concern where appropriate and guided by statutory authorities.

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	<ul style="list-style-type: none"> <li>• In addition, workers engaged in child related activities are: <ul style="list-style-type: none"> <li>○ Aware of the options and resources for ongoing support and specialist care for victims and know how to make referrals.</li> <li>○ Trained on identifying risk factors associated with child sexual and physical abuse.</li> <li>○ Aware of the key steps and resources available to support a child and their family.</li> </ul> </li> <li>• Salvation Army workers are aware of documentation retention requirements in line with organisational policy and Privacy Act 1988 (Cth).</li> </ul>
<p><b>Key Requirements – Training and development</b></p>	<p>The Salvation Army Territorial Professional Standards Unit is responsible for providing child safety training resources in collaboration with the relevant school in Catherine Booth College and relevant programs and services.</p> <p>The Territorial Professional Standards Unit responsibilities include the following:</p> <ul style="list-style-type: none"> <li>• Being a key contact point for information and advice in relation to Keeping Children Safe policy and related procedures and training.</li> <li>• Coordinating the training of certified Child Wise © Child Safe training providers and key training materials.</li> <li>• Coordinating the development of key information materials and resources to support the Keeping Children Safe processes, including how to report abuse.</li> <li>• Being a key point of contact for regulatory authorities to ensure the Keeping Children Safe policy, procedure, training information and advice reflect current legislative and statutory requirements.</li> </ul>
<p><b>Indicators of compliance.</b></p>	<ul style="list-style-type: none"> <li>• Workers are aware of their legislative reporting requirements.</li> <li>• Workers have received training and information on organisational policy and procedure and legislative requirements related to responding and reporting abuse, and know how to report abuse to the appropriate authorities and within The Salvation Army.</li> <li>• Children and their parents/guardians/care givers know how to make a child abuse complaint and understand The Salvation Army Keeping Children Safe policy and standards for responding to and reporting an issue.</li> <li>• The Salvation Army undertakes regular review of complaints at a divisional and territorial level and responds to new challenges in order to maintain child safe standards.</li> <li>• The Salvation Army undertakes regular review of its policy and procedures to ensure they continue to guide the organisation to maintain effective child safe standards</li> </ul>

<p><b>Relevant organisation policy and procedure</b></p>	<p>Policy RCA - Reporting Child Abuse(Currently in draft)  Policy RNA - Reporting and Notification of Abuse  Policy MSO - Management of convicted and/or alleged sex offenders  MSO Attach 1 - Development and Management of a Written Agreement and Statement of Understanding  Policy IPP - Privacy Policy  Policy OGP - Grievance procedures for Salvation Army Officers  <b>Human Resource Manual</b>  Section 05 Health and Wellbeing  5.2 Dealing with Inappropriate Behaviour  Dealing with Inappropriate Behaviour: Bullying, Harassment and Discrimination Policy  Resolving Workplace Grievances and Complaints Procedure  <b>South Australia Division</b>  Information Sharing Guidelines (ISG) Policy SAD_ORG_POL_046</p>
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**Standard 7: The Salvation Army supports and encourages the participation and empowerment of children and youth.**

**What does this mean?**

Abuse is more common in organisations where children have no voice. A child safe organisation empowers children so they can speak up about their concerns, and recognises and values the unique knowledge and experience of children.

As part of The Salvation Army organisational culture, children will be actively encouraged and empowered to raise concerns and discuss issues. All workers will encourage children to express their views and make suggestions, especially on matters that directly affect them.

The Salvation Army is committed to ensuring that children have a voice and are empowered to use it to express their concerns and to enhance the organisation’s child safe and friendly environment.

The Salvation Army recognises that:

- Children come from diverse backgrounds, including diverse linguistic and cultural backgrounds, family traditions, support and authority structures, and that the level of empowerment of children will differ from culture to culture and from child to child.
- Children with disabilities have a diverse range of needs depending on the nature of their disability and the characteristics of each individual child.
- Aboriginal and Torres Strait Islander children, children from culturally and linguistic diverse backgrounds and children with disabilities are at increased risk of abuse.

The Salvation Army will:

- Ensure that children and youth have access to simple processes to help them understand what to do if they want to report abuse or a safety concern, and that they feel safe and comfortable in making a report.
- Support and encourage children and youth to contribute their voices and experiences to enhance the organisation’s understanding and treatment of child safety.
- Value and seek to include the unique knowledge and experience of young people through being culturally aware, competent and respectful.

**Key requirements.**

Children will have access to:

- Opportunities to express their views and feelings, and make suggestions on what child safety means to them.
- Information about their rights and child safe practices.
- How to raise concerns about abuse, suspected abuse or other safety concerns.

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	<p>The Salvation Army endeavours to use language and communication strategies that are inclusive, culturally sensitive and appropriate to Aboriginal and Torres Strait Islander children, children of linguistically and culturally diverse backgrounds and for children with disabilities.</p> <p>Line managers will work with workers in their direct report to empower and support children.</p> <p>All Salvation Army workers engaged in child related activities are provided with knowledge and resources to empower and encourage the active participation of children in organisational activities.</p>
<p><b>Indicators of Compliance</b></p>	<ul style="list-style-type: none"> <li>• Children and young people are aware of their rights and responsibilities when engaged in Salvation Army programs and activities.</li> <li>• Children and young people know how to report concerns, and feel supported to do so.</li> <li>• TSA has reporting mechanisms that encourage children to provide feedback on its services and Keeping Children Safe approaches, and these mechanisms are clearly communicated to children and their parents/carers.</li> <li>• Salvation Army sites engaged in child related activities, or sites where children and families have access will have key Keeping Children Safe information (e.g. Code of Conduct, how to make a complaint) accessible and visible.</li> </ul>

## Definitions

<p><b>Bullying</b></p>	<p>Repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.</p> <p>Repeated behaviour refers to the persistent nature of the behaviours and can involve a range of behaviours over time.</p> <p>Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.</p> <p>Bullying does not include reasonable management action taken with regard to performance management matters.</p> <p style="text-align: right;"><i>Refer to: Policy Dealing with Inappropriate Behaviours: Bullying, Harassment and Discrimination.</i></p>																		
<p><b>Catherine Booth College</b></p>	<p>The Salvation Army’s education and training college, incorporating the School for Officer Training, School for Christian Studies and the School for Learning and Development. Within the context of this policy and associated attachments, the name Catherine Booth College will be used to refer to the School for Learning and Development, unless otherwise specified.</p>																		
<p><b>Child Abuse</b></p>	<p>Child abuse is all forms of physical abuse, emotional abuse, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gains) or other exploitation of a child, and includes any actions that result in actual or potential harm and/or injury to a child. Child abuse can be a single incident, but usually takes place over time.</p>																		
<p><b>Child, children, young people</b></p>	<p>A child or young person refers to any individual under 18 years of age, as per state and territory child protection legislation.</p> <p>Please note: Under Mandatory Reporting Legislation the following definitions apply:</p> <table border="1" data-bbox="587 1435 1449 1908"> <thead> <tr> <th data-bbox="587 1435 1070 1491">Jurisdiction</th> <th data-bbox="1070 1435 1449 1491">Age under which provisions a</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 1491 1070 1541">NT</td> <td data-bbox="1070 1491 1449 1541">Children under age 18</td> </tr> <tr> <td data-bbox="587 1541 1070 1592">SA</td> <td data-bbox="1070 1541 1449 1592">Children under age 18</td> </tr> <tr> <td data-bbox="587 1592 1070 1644">TAS</td> <td data-bbox="1070 1592 1449 1644">Children under age 18</td> </tr> <tr> <td data-bbox="587 1644 1070 1695">VIC</td> <td data-bbox="1070 1644 1449 1695">Children under age 17</td> </tr> <tr> <td data-bbox="587 1695 1070 1747">WA</td> <td data-bbox="1070 1695 1449 1747">Children under age 18</td> </tr> <tr> <td data-bbox="587 1747 1070 1798">ACT</td> <td data-bbox="1070 1747 1449 1798">Children under age 18</td> </tr> <tr> <td data-bbox="587 1798 1070 1850">NSW</td> <td data-bbox="1070 1798 1449 1850">Children under age 16</td> </tr> <tr> <td data-bbox="587 1850 1070 1908">QLD</td> <td data-bbox="1070 1850 1449 1908">Children under age 18</td> </tr> </tbody> </table>	Jurisdiction	Age under which provisions a	NT	Children under age 18	SA	Children under age 18	TAS	Children under age 18	VIC	Children under age 17	WA	Children under age 18	ACT	Children under age 18	NSW	Children under age 16	QLD	Children under age 18
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<b>Child related activities</b>	Child related activities refer to those roles that include: regular contact with children or working in close proximity to children on a regular basis; supervision or management of workers in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; access to records relating to children; any other function prescribed by legislation.
<b>Child Wise© Child Safety training</b>	<p>Child Wise is a leading not-for-profit child sexual abuse prevention organisation that works to build awareness, deliver education and provide the tools to empower individuals and communities around Australia to actively prevent child sexual abuse and exploitation.</p> <p>Child Wise Child Safety training covers concepts of child rights and legislation; child abuse types and impacts; offender profiles and behaviours; policy, procedure and management of risk to manage child safety; responding and reporting child abuse; vicarious trauma and self-management in dealing with disclosures.</p>
<b>Emotional Abuse</b>	Emotional Abuse occurs when a child's parent or other adult repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.
<b>Induction Module</b>	Refers to The Salvation Army mandatory induction training to be undertaken by all newly engaged/appointed workers, and to be repeated every three years. The Keeping Children Safe Induction training is a separate online component of the organisations standardised induction training that incorporates the Keeping Children Safe Code of Conduct.
<b>Neglect</b>	Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.
<b>Physical Abuse</b>	Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or other adult. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. The injury may take the form of bruises, cuts, burns or fractures.
<b>Senior Salvation Army Representative</b>	Refers to officers and/or employees having line management and/or team leader responsibility, including divisional and regional commanders.

<p><b>Sexual abuse</b></p>	<p>The World Health Organization (WHO) defines child sexual abuse as:</p> <p>‘The involvement of a child in sexual activity that he or she does not fully comprehend is unable to give informed consent to ... or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person.’ (WHO, 1999, p. 15)</p> <p>Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism and exposing the child to or involving the child in pornography.</p> <p>Source: World Health Organisation (1999) <i>Report of the consultation on child abuse prevention</i>. Geneva: WHO</p>
<p><b>SP3</b></p>	<p>TSA Australia Southern Territory’s mandated safety management system (Child Safe SP3 – <i>Safe People, Safe Programs, Safe Places</i>) for all corps based activities/programs, and for any other TSA activities/programs in unregulated/unfunded services that do not have a mandated safety management system.</p> <p>SP3 is a safety management system consisting of standards, processes, roles, documentation and training for organisations conducting programs/activities/events for participants of all ages, but especially children.</p>
<p><b>Volunteer</b></p>	<p>Any person who contributes time, service and skills to assist in accomplishing the organisation’s mission without expectation of financial gain from The Salvation Army. This would include people who engage in service for spiritual, personal, humanitarian, educational, and/or charitable reasons.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Soldiers and corps members,</li> <li>• Committee/advisory board members,</li> <li>• Community based/diversion orders,</li> <li>• Ongoing volunteers,</li> <li>• Student placements,</li> <li>• Work-for-the-dole participants,</li> <li>• Corporate volunteers, and</li> <li>• Volunteer carers e.g. out of home care program carers</li> </ul>

<b>Workers</b>	A generic term used to refer to any individual working for or under the banner of The Salvation Army in any division, corps, social programs and business units, including but not restricted to officers, retired officers, candidates, cadets, soldiers, adherents, employees, contractors or sub-contractors, employees of a contractor or sub-contractor, employees of a labour hire company, volunteers, trainees or students on placement.
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