Safe People

The following four must be completed for every paid & unpaid leader in youth & children's ministries:

- **State Check** – QLD Blue Card, NSW WWCC, or ACT WWVP
- **Application for Ministry** (or employment contract for paid positions)
- **Code of Conduct** – Safe Salvos Code of Conduct for those working with children & youth
- **Safe Salvos Workshop** – Awareness Workshop and then a Refresher every three years (Officers included)

Find a workshop on the Safe Salvos website. If none are available in your area you can also attend other Safe Church workshops listed by the Safe Church Network. Follow the link on this Safe Salvos page:

salvos.org.au/safesalvos/workshops

Safe Programs

When planning a program use the following forms:

- **Program Approval Form & Activity Risk Assessment**– for every one-off and off-site event & once a year for every ongoing program
- **Individual Record & Permission Form** – for every participant under 18

Get these forms and more resources at:

salvos.org.au/safesalvos/forms

Safe Salvos

is all about growing ministries and services which are caring and safe places for everyone and particularly the most vulnerable.

Here to Help

salvos.org.au/**safe**salvos

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Safe Salvos

What you NEED to know

How to run safe programs
How to have safe people
How to report a child protection concern

Contacts

For reporting related matters

Territorial Director:

Safe Salvos & Safeguarding
Ph: 02 9466 3504

Divisional Commanders and Divisional Youth & Children's Secretaries at:

Queensland
Ph: 07 3222 6666

NSW and ACT
Ph: 02 8644 0110

Reporting a child protection concern

Do you have concerns for the safety of a child (under 18 years of age)? Complete the following steps:

- ☐ Discuss with your supervisor/most senior person.
- ☐ If the child is in immediate danger call the police.
- ☐ **Qld**: Use the Queensland Child Protection Guide to determine if a report should be made to Department of Child Safety (call ph: 1800 177 135).
  http://www.communities.qld.gov.au/childsafety/partners/our-government-partners/queensland-child-protection-guide

  NSW/ACT: Use the Mandatory Reporters Guide to determine if a report should be made to Family And Community Services (NSW call ph: 132 111) or Child and Youth Protection Services (ACT call ph: 1300 556 729 when making a report).
  www.keepthemsafe.nsw.gov.au
- ☐ Make the report either online or by phone following the prompts in the guide.
- ☐ Complete the Safe Salvos Allegation/Suspicion of Child Abuse Report Form noting the reference number from the Helpline worker. Print the guide summary page and attach to the Safe Salvos form.
- ☐ All reports must be securely stored by the corps officer/centre manager.
- ☐ Continue to support the child/family within the scope of your ministry role/job description.
- ☐ If it is an employee/officer/unpaid ministry worker/volunteer who is suspected of causing harm to a child/young person report to your Divisional Commander.

Help?

Use these contacts for issues and questions relating to reporting.

Get all the relevant forms and access other resources: **salvos.org.au/safesalvos/forms**