THE SAFE SALVOS SUMMARY SHEET

FOR CORPS OFFICERS AND SUPERVISING LEADERS

Overview of Safe Salvos requirements for working with children & youth

Screening & Training	TO DO	The following 4 must be completed for every paid & unpaid leader in youth & children's ministries: • **State Check** – NSW WWCC, ACT WWVP or QLD Blue Card. • **Code of Conduct** – Safe Salvos code of conduct for those working with children & youth. • **Application for Ministry** – For all in unpaid roles (employment contract if the position is paid). • **Safe Salvos Training** – attend an awareness workshop and complete the free online refresher every three years. (Officers must attend also)
	INFO	More info: salvos.org.au/safesalvos/screening/procedures and *Safe Salvos Manual ch. 2, pg 12-18* Get the forms & links at: salvos.org.au/safesalvos/forms
Running Programs	TO DO	• **Program Approval and Activity Risk Assessment Form** – for every one-off and off-site event & once a year for every ongoing program. • **Individual Record & Permission form** – for every participant under 18. • Also: context specific guidelines/forms available as tools when useful (e.g. External Provider Checklist, Swimming checklist, Driver & vehicle register etc.).
	INFO	Get all the forms at: salvos.org.au/safesalvos/forms More info at: *See Safe Salvos Manual ch. 3, pg 21-31*
Incidents/Concerns/ Reportable Conduct	TO DO	• **Incident and Injury Report Form** – for every incident/injury at an activity. • **Allegation/Suspicion of Abuse Report Form** – for every disclosure/risk of harm report. See flowchart over the page. • Also: Reportable Conduct Checklist available (NSW applicable only).
	INFO	Get all the forms at: salvos.org.au/safesalvos/forms More info at: salvos.org.au/safesalvos/about-us/faqs/concerns & *Safe Salvos Manual ch. 4, pg 34-52*
Record-keeping	TO DO	• **Safety Management Online** (SMO) – screening & training compliance must be recorded here: smo.org.au (overseen by DHQ – contact your DYCS). • **Program/attendee records** – must be kept securely & indefinitely. • **Incident, reporting, screening records etc.** - must be kept securely & indefinitely and copies forwarded to your DYCS.
	INFO	More info at: salvos.org.au/safesalvos/screening/recordkeeping

For questions/concerns or issues regarding abuse and serious incidents contact your DYCS or the Safeguarding Director (02 9466 3504).

Flowchart for reporting child protection concerns

when you have reasonable grounds to suspect that a child or young person is at risk of significant harm because you have seen or been told something or become aware of a situation that raises concerns.

You need to think about the nature of your concerns, the more immediate the possible risk, the more urgently you need to report your concerns.

You do NOT believe the child is in immediate danger.

Within 24 hours, you must inform:

1. Your supervisor/manager, or
2. An appropriate person in more senior leadership/ management, or
3. A staff member of the Safeguarding team.

You believe the child is in immediate danger.

Ring 000 Emergency

Immediately advise your supervisor.

You and your supervisor complete the (NSW only) Online Mandatory Reporters Guide (MRG) OR (QLD only) Child Protection Guide (CPG) to help form a decision. When you have completed the MRG/CPG, save a copy of the summary report to your computer.

Based on the directions given by the MRG/CPG, you and your supervisor's professional judgement, you decide whether your concerns constitute a risk of significant harm report.

Divisional Youth Secretaries (for corps related concerns) or Mission Social Directors (for centre and client related concerns) OR Safeguarding staff are available for consultation and advice.

YES, the concerns are a risk of significant harm (ROSH) report. Make a ROSH report to the Helpline or if available an e-report. Keep confidential documentation of the MRG/CPG summary sheet and the Helpline (and/or Police) reference number.

NSW Helpline: 132 111
QLD Helpline: 1800 811 810
ACT Helpline: 1300 556 729

Complete and forward a copy of the Safe Salvos Allegation/ Suspicion of Abuse Form to your Divisional Commander as per the instructions on the form. Keep a copy with the other confidential documents.

NO

No risk of significant harm (ROSH) report needs to be made.

If the concerns are not ROSH but the child protection concerns relate to a member of The Salvation Army, report your concerns about the person to your Divisional Commander using the Safe Salvos Allegation/Suspicion of Abuse Form.

Within 5 working days, the Divisional Commander must report the child protection concerns to the Safeguarding office.

Contact Safeguarding at: ph: 02 9466 3504
email: safe.salvos@aue.salvationarmy.org

This flowchart is a summary of the actions required. It is not comprehensive and should be used in conjunction with centre specific policies and procedures (and for NSW with the NSW Ombudsman employment related notifications).