



# MINISTRY WORKER SCREENING PROCESS for EMPLOYEES

## Protocols for working children and youth, and vulnerable adults and the elderly

"It is the goal of The Salvation Army to provide parents with the safest place to send their children. Because parents perceive The Salvation Army as an organization that helps and cares for people, we need to live up to that perception when it comes to church and camp programs for their children." (*Nancy Turley, Territorial Abuse Advisor*) We need to recognize that abuse happens and that it has happened within The Salvation Army. It is our job to work together to show families that "YOUR KIDS MATTER TO US" at The Salvation Army.

### PROTOCOL FOR WORKING WITH CHILDREN AND YOUTH:

The protection of children and youth within the care of The Salvation Army is top priority. Every mission partner (officer/employee/volunteer) working with children and youth within the Canada and Bermuda Territory must be thoroughly screened before any position can be held. **This screening procedure is designed to provide a safe and secure environment for the children and youth we reach.** The following steps and criteria should be kept in mind when considering someone for ministry to/with children and youth:

1. Read the **Territorial Abuse Prevention and Response Policy Manual** and the **Territorial Abuse Prevention and Response Resource Manual**. Sign and submit to your corps officer or immediate supervisor the "Acknowledgement of Abuse Prevention Policy and Response Manual" found in the Territorial Abuse Prevention and Response Policy Manual.
2. Read and sign the **Standards of Practice for Working with Children, Youth and Vulnerable Persons** (formerly the Code of Conduct for Working with Children, Youth and Vulnerable Persons). Submit signed form to your corps officer or immediate supervisor. (This form can be found on page 11 in the [Territorial Abuse Prevention and Response Resource Manual](#).)
3. A **Statement of Applicant to Work with Children and Youth and Vulnerable Persons** must be completed and submitted to the corps officer or immediate supervisor at the commencement of each new position taken. This form will be submitted to DHQ who will submit name to the THQ Personnel Dept. to be checked against The Salvation Army's Abuse Registry. (This form can be found on page 6 in the [Territorial Abuse Prevention and Response Resource Manual](#).)
4. A **Police Record Check/Vulnerable Sector Check/Enhanced Criminal Record Check** is required for anyone working with children or youth or having direct access to children and youth. These checks must be done every three years by all youth workers. If a worker transfers to another division, a new Police Record Check will be required. (Government funded ministries may have additional requirements for the screening process.)

If the Police Record/Vulnerable Sector Check/Enhanced Criminal Record Check shows a past record, the individual must reveal to The Salvation Army the nature of the record to determine appropriateness of involvement in children and youth ministry.

5. **Abuse Prevention Training** for Salvation Army mission partners is part of our **Workday Learning**. View and complete the quiz of each of the two main children and youth courses, **and** each following year complete the yearly "Creating Safe Spaces • Refresher" course. The courses for working with children and youth are:
  - a. "Creating Safe Spaces • Children • Youth • Vulnerable Adults"
  - b. "Creating Safe Spaces at Camp • Overnight Camp • Day Camp"
6. **Reference checks** for those seeking employment must be completed. Keep a record of contact made with references.

Volunteers should only be permitted to work with children or youth after they have been involved in the church for a period of time (minimum of six months recommended). Letter of reference may be sought. This provides the church an opportunity to evaluate applicants and volunteers; and will repel persons seeking immediate access to children.

Those transferring into the Canada and Bermuda Territory must complete all the above items and have a letter of reference from their home territory/church.

Failure to follow this procedure will jeopardize the ministry of The Salvation Army, lead to the cancellation of our liability insurance and place young people at risk of devastating abuse.

## PROTOCOL FOR WORKING WITH VULNERABLE ADULTS AND THE ELDERLY:

The safety of vulnerable adults and the elderly within the care of The Salvation Army is top priority. Vulnerable adults include *any person who, because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others; or are otherwise at a greater risk than the general population of being harmed by person in authority or trust relative to them or may have difficulty ensuring their own safety and protection. This includes but is not limited to children, the elderly, those who are ill, mentally and physically disabled, or those who are vulnerable because of life circumstances.*

Every mission partner (officer/employee/volunteer) working directly or having ongoing contact with vulnerable adults and the elderly within the Canada and Bermuda Territory must be thoroughly screened before any position can be held. For example, a Family Services worker who meets regularly with clients needs to complete this process or those in management of a Thrift Store or who have a supervisory role should complete this process. Mission partners in a food bank or thrift store not working directly with vulnerable adults would not be required to complete this process.

**This screening procedure is designed to provide a safe and secure environment for the vulnerable adults and the elderly we reach.** The following steps and criteria should be kept in mind when considering someone for ministry to/with vulnerable adults and the elderly:

1. A **Statement of Applicant to Work with Children and Youth and Vulnerable Persons** must be completed and submitted to the corps officer or immediate supervisor at the commencement of each new position taken. This form will be submitted to DHQ who will submit name to the THQ Personnel Dept. to be checked against The Salvation Army's Abuse Registry. (This form can be found on page 6 in the [Territorial Abuse Prevention and Response Resource Manual](#).)
2. Read and sign the **Standards of Practice for Working with Children, Youth and Vulnerable Persons** (formerly the Code of Conduct for Working with Children, Youth and Vulnerable Persons). Submit signed form to your corps officer or immediate supervisor. (This form can be found on page 11 in the [Territorial Abuse Prevention and Response Resource Manual](#).)
3. A **Police Record Check/Vulnerable Sector Check/Enhanced Criminal Record Check** is required for anyone working with vulnerable adults or the elderly or having direct access to vulnerable adults and the elderly. These checks must be done every three years by all workers. If a worker transfers to another division, a new Police Record Check will be required. (Government funded ministries may have additional requirements for the screening process.)

If the Police Record/Vulnerable Sector Check/Enhanced Criminal Record Check shows a past record, the individual must reveal to The Salvation Army the nature of the record to determine appropriateness of involvement in vulnerable adult or the elderly ministry.

4. **Abuse Prevention Training** for Salvation Army mission partners is part of our **Workday Learning**. View and complete the quiz of each of the two main vulnerable adult courses, **and** each following year complete the yearly "Creating Safe Spaces • Refresher" course. The courses for working with vulnerable adults and the elderly are:
  - a. "Creating Safe Spaces • Children • Youth • Vulnerable Adults"
  - b. "Creating Safe Spaces • Vulnerable Adults"
5. **Reference checks** for those seeking employment must be completed. Keep a record of contact made with references.

Volunteers should only be permitted to work with vulnerable adults or the elderly after they have been involved in the church for a period of time (minimum of six months recommended). A letter of reference may be sought. This provides the church an opportunity to evaluate applicants and volunteers; and will repel persons seeking immediate access to vulnerable adults and the elderly. A six-month period may not be an option in our social ministries so a letter of reference should still be sought in assisting to evaluate volunteers. (When in doubt, contact [Nancy.Turley@salvationarmy.ca](mailto:Nancy.Turley@salvationarmy.ca))

Those transferring into the Canada and Bermuda Territory must complete all the above items and have a letter of reference from their home territory/church.

All who are involved in The Salvation Army are considered partners in safeguarding all Salvation Army programs. Failure to follow this procedure will jeopardize the ministry of The Salvation Army, lead to cancellation of our liability insurance and place those who are vulnerable at risk of devastating abuse. Thank you for caring deeply for those we serve.