



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 person 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 Policy Manual** and the **Territorial Abuse Prevention Resource Manual**. Sign and submit to your corps officer or immediate supervisor the "Acknowledgement of Abuse Prevention Policy Manual" found in the Territorial Abuse Prevention 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 in the Territorial Abuse Prevention Resource Manual.)
3. A **Statement of Applicant to Work with Children and Youth and Vulnerable Adults** 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 in the Territorial Abuse Prevention 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. On **Praesidium Academy** (The Salvation Army page), view and complete the quiz of each of the three main children and youth courses, **and** each following year complete the yearly Abuse Prevention Refresher course. The courses for working with youth are:

- a. "Foundations: Preventing Abuse in Youth-Serving Organizations"
- b. "Duty to Report"
- c. "Keeping Your Church Safe" (or "Keeping Your Overnight Camp/Day Camp Safe")

Instructions on how to enroll, use this resource, and registration codes can be found on page 3.

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 person 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. Workers or volunteers 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 Adults** 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 in the Territorial Abuse Prevention 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 in the Territorial Abuse Prevention 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. On **Praesidium Academy** (The Salvation Army page), view and complete the quiz of the following courses:
The courses for working with vulnerable adults are
 - a. "Building Boundaries in Salvation Army Programs"
 - b. "Preventing Abuse Against Adults with Disabilities"

The courses for working with the elderly are

- a. "Building Boundaries in Salvation Army Programs"
- b. "Preventing Elder Abuse and Neglect"

Instructions on how to enroll, use this resource, and registration codes can be found on page 3.

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)

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.



Praesidium Academy Quick Start Guide



Welcome to Praesidium Academy! Below, you will find instructions for enrolling and logging in to training. If you have any questions, please contact our Support Team at support@praesidiuminc.com or 817-801-7773.

To Enroll: (for new learners)

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the appropriate registration code for your organization (below).
4. Click **Validate** to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click **Redeem**.
7. Write down your user login and password for future reference.
8. Answer the **Registration Questions** about your status and role within the organization.
9. Click **Save & Continue**.
10. To begin taking training immediately, scroll down and click a course to start the content.

To Login: (for returning learners)

1. Go to <https://www.praesidiumacademy.com/learn>
2. Fill in your email address and password.
3. Click the blue Sign In button.
4. Complete the 5 profile questions (if this is your first time signing in)
5. On the next page, scroll down and select the course you want to open and view.

Organizational Registration Codes

Organization: Salvation Army – Canada & Bermuda Territory

Organization	Registration Code
(HQ) Salvation Army – Canada & Bermuda Territory	reg-salvationarmycanada-705-canberterritoryhq
TSACB – Atlantic Division	Reg-salvationarmycanada-705-atlanticdivision
TSACB – British Columbia	reg-salvationarmycanada-705-britishcolumbia
TSACB – Ontario	reg-salvationarmycanada-705-ontario
TSACB – Ontario – Social Services	reg-salvationarmycanada-705-ontariosocialservices
TSACB – Prairies and Northern Territories Division	reg-salvationarmycanada-705-prairiesnorthernterritories