



VOLUNTEER SCREENING PROCESS

Protocols for volunteering with children and youth, 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 VOLUNTEERING WITH CHILDREN AND YOUTH:

The protection of children and youth within the care of The Salvation Army is top priority. Every person volunteering 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 an individual to volunteer in children and youth ministry:

1. Read the **Territorial Abuse Prevention and Response Policy Manual**. Sign and submit the “Acknowledgement of Abuse Prevention Policy Manual” found in the Territorial Abuse Prevention Policy Manual to your corps officer or immediate supervisor. Volunteers in leadership positions are to also read 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. (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 your corps officer or immediate supervisor at the commencement of each new position taken. Your corps officer or immediate supervisor will submit your name to the THQ Personnel Dept. (Secretaryforpersonnel@salvationarmy.ca) to be checked against The Salvation Army’s Abuse Registry. (Find 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 volunteering with children or youth or having direct access to children and youth. These checks must be done every three years by all children and youth volunteers.

If the Police Record Check/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 Volunteers**, view the video and complete the quiz of each of the children and youth courses, and complete the Yearly Refresher course every year. The courses for volunteering with children and youth are:
 - a. “Abuse Prevention Training for Volunteers – Children and Youth”
 - b. “Abuse Prevention Training for Volunteers – Preventing Abuse at Camp” (Overnight and Day Camps)
 - c. “Abuse Prevention Training for Volunteers – Yearly Refresher” (to be completed annually, beginning year two)

Your corps officer or immediate supervisor will provide you with a link to these video courses and quizzes.

6. **Reference checks.** Volunteers should only be permitted to work with children and youth 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 will repel individuals 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. Final approval should be sought from the Territorial Abuse Advisor.

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

PROTOCOL FOR VOLUNTEERING 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.”

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. Your corps officer or immediate supervisor will confirm the steps below you need to complete:

1. A **Statement of Applicant to Work with Children and Youth and Vulnerable Persons** must be completed and submitted to your corps officer or immediate supervisor at the commencement of each new position taken. Your corps officer or immediate supervisor will submit your name to the THQ Personnel Dept. (Secretaryforpersonnel@salvationarmy.ca) to be checked against The Salvation Army’s Abuse Registry. (Find 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. (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 volunteering 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 volunteers.

If the Police Record Check/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 Volunteers**, view the video and complete the quiz of the following courses below. The refresher course must be completed yearly, starting in year two.

The courses for volunteering with vulnerable adults are:

- a. “Abuse Prevention Training for Volunteers – Vulnerable Adults”
- b. “Abuse Prevention Training for Volunteers – Yearly Refresher”

The courses for volunteering with both children, youth and vulnerable adults are:

- a. “Abuse Prevention Training for Volunteers – Children, Youth and Vulnerable Adults”
- b. “Abuse Prevention Training for Volunteers – Yearly Refresher”

Your corps officer or immediate supervisor will provide you with a link to these video courses and quizzes.

5. **Reference checks.** 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 will repel individuals 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. Final approval should be sought from the Territorial Abuse Advisor.

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.