

The Salvation Army - Australia Eastern Territory - HR Documentation

Chapter: POLICIES PROCEDURES and GUIDELINES
 Section: Official Minutes
 Sub Section: Sexual & Other Abuse
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 Sexual and Other Abuse

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TERRITORY

AUSTRALIA EASTERN

OFFICIAL MINUTE

FILING INSTRUCTIONS

Please ADD to index under:
 ABUSE: Sexual and Other Abuse

CODE SAB 1196

SECTION 2 - White

SEXUAL AND OTHER ABUSE

1 BEHAVIOURAL STANDARDS

"A Statement on the Ethical and Behaviour Standards within the Australian Territories of The Salvation Army" defines the ethical and behaviour standards that apply to all levels of The Salvation Army in Australia.

The Statement:

- makes a clear declaration of our standards
- aims at increasing an awareness of those standards
- provides an avenue for the resolution of complaints or allegations of inappropriate behaviour within the organisation

This Statement must be available within all Army Centres.

Reference should be made to the "Caring for Kids" manual for guidance in dealing with complaints of child abuse.

2 SEXUAL HARASSMENT

"Sexual Harassment Policy" in Salvation Army workplaces, and "Guidelines for Managers on Sexual Harassment Policy" outline the policy and procedures to be applied within the Territory.

The Sexual Harassment Policy must be provided to every employee of The Salvation Army and be available at every Salvation Army workplace.

The guidelines for managers must be followed by all personnel responsible for workers of any category.

3 ACTION ON REPORTS OF SEXUAL AND OTHER ABUSE

"Procedures for Complaints of Sexual and Other Abuse against Salvationists and Workers" outlines the general procedures and responses established to deal with any complaints against those ministering with The Salvation Army in this Territory.

This booklet is to be visibly available to whoever without charge in every Salvation Army Centre, and its contents read and understood by Salvationists and workers.

Although written specifically for sexual abuse, the same procedures apply for other forms of physical or emotional abuse.

The following provides further information on the action to be followed in all allegations of sexual and other abuse against Salvationists and workers.

- 3.1 All Salvationists and workers are required to report known or strongly circumstantial information of abuse to their Commander or Head of Department, providing as much information as possible on the aggrieved person, the alleged offender and the misconduct. Reporting at Law may also be required by State Law.

The aggrieved person should be encouraged to contact the THQ Personnel Department for the name of an independent contact person.

- 3.2 The Commander or Head of Department will forward all information received as soon as possible to the Chief Secretary under "Confidential" cover. Copies of pertinent information should be retained until acknowledgment of receipt by the Chief Secretary whereupon all copies should be destroyed.

- 3.3 The Chief Secretary may forward the information to the Personal Injury Committee responsible for handling abuse cases. The action taken could involve:

- 3.3.1 Referral of the aggrieved person and alleged offender to an independent contact person for official statements.

- 3.3.2 Mediation by the independent contact person leading to reconciliation and/or apology.
- 3.3.3 Counselling at Salvation Army expense to both the aggrieved person and alleged offender.
- 3.3.4 Obtaining legal advice on:
- procedures and investigation
 - compensation
 - court action
 - litigation costs
- 3.3.5 Media and Public Relations response.
- 3.3.6 Pastoral care and healing processes for all parties involved.
- 3.3.7 Disciplinary action by the Centre Management, Corps Census Board or Officer Review Board.
- 3.4 The personal trauma, confidentiality and legal implications inherent in cases such as these require the most sensitive and careful handling.
- 3.4.1 Sensitive support with impartiality will demand wisdom in handling
- 3.4.2 Cooperation with legitimate police or legal enquires should be given without personal comment or observation. If in doubt check with the Financial Secretary or Secretary for Personnel.
- 3.4.3 No comment should be made to the media. Refer all enquiries to the Public Relations Secretary or the Secretary for Personnel.
- 3.4.4 Progress reports should not be expected.
- 3.4.5 Provide special care to employees, comrades and family members suffering because of abuse or allegations.

Joe Noland

Colonel
THQ

Sydney

CHIEF SECRETARY
29 November 1996