



AUSTRALIA SOUTHERN TERRITORY Official Minutes

Issued To:	All Officers, employees and volunteers of The Salvation Army, and applies across all territorial/divisional/regional corps, social programs and business units	CODE RNA1014 SECTION
Subject:	Reporting and Notification of Sexual and Physical Abuse - Safe Practices, Programs and People	

Policy Commitment

The Salvation Army Australia Southern Territory is committed to providing a safe worship and service environment for all people.

The Salvation Army Australia Southern Territory will not tolerate or condone abuse of any kind within any of its operations or by any person working under or in the name The Salvation Army.

Allegations and/or disclosures of sexual and or physical abuse, whether they are recent or historical, will be taken seriously at all levels of The Salvation Army.

Executive Summary

- The Territorial Professional Standards Unit (TPSU) will be notified of all incidences, allegations and/or disclosures of sexual and/or physical abuse/assault, whether they are recent or historical.
- Notifications of incidences to TPSU must be in writing and made by the most senior officer, service or business unit manager, and should include details of reports to police and other external authorities.
- Allegations and/or disclosures of sexual and or physical abuse, including grooming behaviour, constitute criminal behaviour and must be reported to the police and other relevant external authorities as appropriate.
- In circumstances where there is lack of clarity or uncertainty about whether an incident must be reported to the police, contact the Territorial Professional Standards Unit for advice.

Guidelines

- Any individual who has sufficient information to form a reasonable belief that a sexual offence has been committed by an adult against a child under the age of 16 years must report this information to the police.
- The Salvation Army will ensure the safety and wellbeing of the victim of abuse, including supporting referral and access to external services.

- The Salvation Army reserves the right to conduct an internal investigation of any allegation and/or disclosure of sexual and/or physical assault, notwithstanding and regardless of any other investigation.
 - The Salvation Army complies with all relevant legislation and statutory requirements.
 - The Salvation Army will ensure that all workers are provided with appropriate training, and resources to support their work in this area.
-

How to report

- Services and programs under statutory governance (i.e. government funded programs) will report as per state or federal statutory processes.
 - Reporting of incidences that occur outside of statutory frameworks, will be managed at the relevant divisional/regional/business unit management level.
 - All allegations and/or disclosures of sexual and or physical abuse, including grooming behaviour, whether they are recent or historical, will be reported to the Territorial Professional Standards Unit. This is in addition to statutory requirements.
-

**Role of
Territorial
Professional
Standards**

- TPSU is available for consultation and advice on how to manage and proceed with allegations and/or disclosures of sexual and physical assault, whether they are recent or historical incidences.
 - TPSU will monitor all allegations and/or disclosures of sexual and or physical assault, whether they are recent or historical, in consultation with the relevant divisional/regional/social program/business unit management.
 - TPSU will alert the Territorial Commander and Chief Secretary of incidents and actions undertaken. TPSU will, under direction of the Territorial Commander and/or Chief Secretary, seek further information and/or undertake investigation as required.
-

**How to contact
TPSU**

The Territorial Professional Standards Unit can be contact as follows:
 Email: professionalstandards@aus.salvationarmy.org
 Phone: 03 8878 4500

Consequences for non-reporting

Failure to comply with this policy is considered to be serious misconduct and may result in dismissal/termination of appointment or employment.

Individuals who fail to comply with the reporting requirements will be considered to have breached organisational policy and will be subject to disciplinary procedures through the appropriate channels:

	Disciplinary process
Officers	Officer Review Board
Employees	Territorial or Divisional Human Resource Department as per Human Resource policy
Volunteers	Territorial Human Resource Department, Territorial Volunteer Resources Director

On the recommendation of the Territorial Policy Council on 30/09/2014, this minute is issued on the instructions of the Territorial Commander.

Peter Walker (Colonel)
CHIEF SECRETARY
30/09/2014

Associated Forms / Attachments

Linked Minutes

Developed by:	Coordinator Territorial Professional Standards
Sponsor portfolio:	Office of the Secretary for Personnel
Approved by:	TPC
Effective date:	30/09/2014
Review responsibility:	SPE
Review contact:	Coordinator Territorial Professional Standards
Review date:	March 2015