

SAFETY GUIDELINES

For The Salvation Army Boys & Girls Clubs

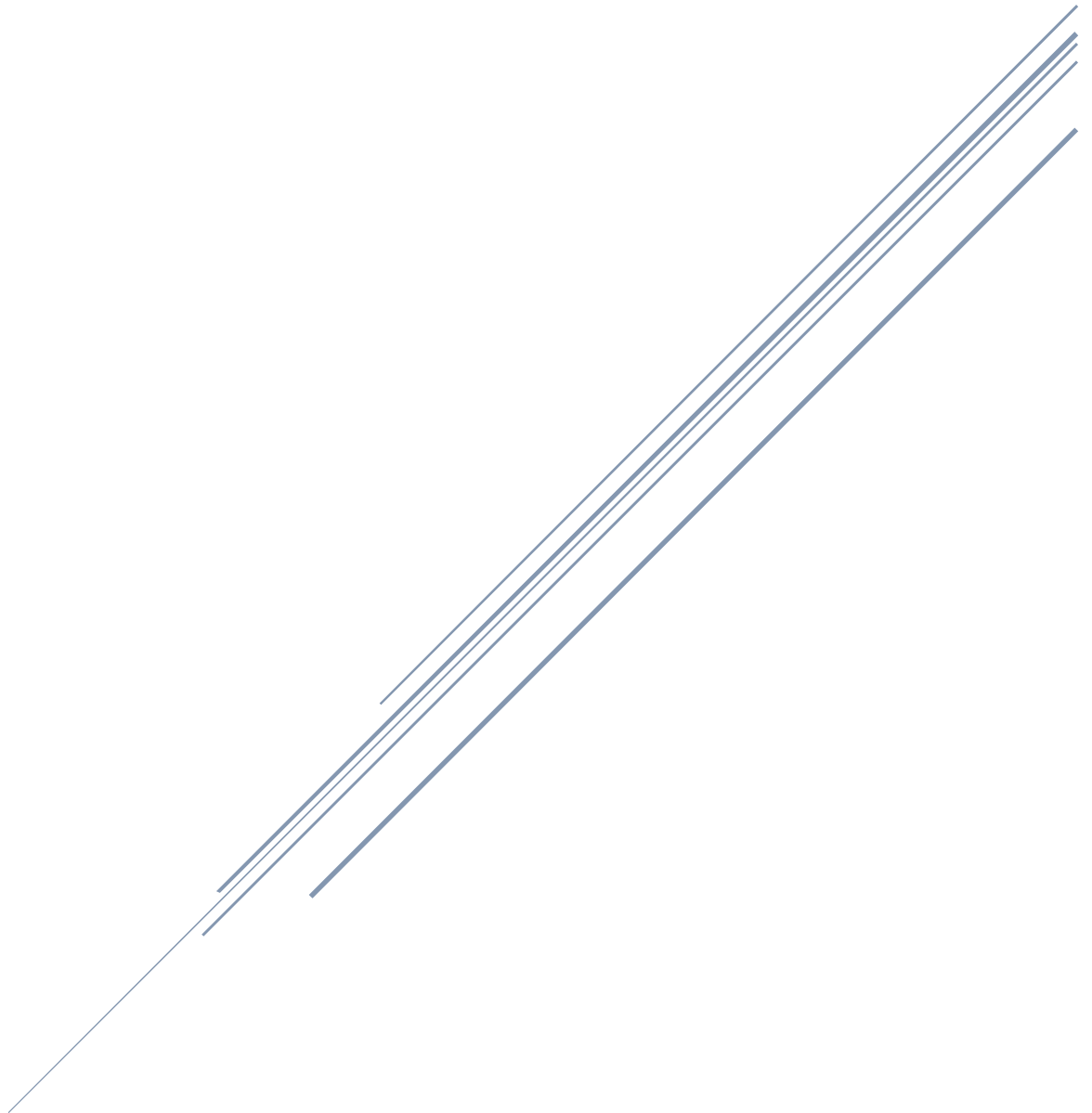




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MISSION STATEMENTS



The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.



**BOYS & GIRLS CLUBS
OF AMERICA**

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.



The Salvation Army National Policy Statement on Sexual Abuse of Children

The ministry of The Salvation Army is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in His name. Since The Salvation Army is a movement so motivated by love and committed to alleviating human suffering, no greater harm to the Army and those served by it can be imagined than that resulting from the sexual abuse of children, whether perpetrated by its members, volunteers, employees, local officers, auxiliary officer personnel or its commissioned and ordained officers.

Sexual abuse of children is most often the result of a pathological condition known as pedophilia. It is generally felt there is no guaranteed cure of pedophilia, even though the perpetrator may have claimed to have experienced a spiritual rebirth and have undergone extensive treatment. The Salvation Army believes that no human person is so diseased or depraved that when touched by the grace and power of Christ, he or she is beyond the possibility of redemption and healing. "If anyone is in Christ, he is a new creation." Nonetheless, the Army recognizes the intractable nature of pedophilia and the dire threat that perpetrators represent to the children in our care, not to mention the impact their actions may have on the reputation of the Army itself or the extent to which these behaviors may render the organization legally liable.

The Salvation Army understands that the sexual abuse of children, directed at the most vulnerable members of our community, is not limited to any one group. An offender may be of any social or income class, a member of any religious or occupational group, or any gender or sexual orientation, married or single.

It is, therefore, the considered policy of The Salvation Army in the United States of America that it will not knowingly expose children in any of its programs to any individual where there is any reasonable suspicion of pedophilia in his or her past.

The Salvation Army administration will respond promptly to all charges of sexual abuse of children by the following process:

- * Thoroughly investigate all charges of sexual abuse of children,
- * Where there is a reasonable suspicion of sexual abuse of children, remove the individual charged from his duties,
- * Comply with all laws regarding the reporting of such charges,
- * Cooperate with any governmental investigation of such charges,
- * Reach out to the children and their families, with compassion for their spiritual and emotional well-being, and
- * With due regard for the privacy of the individuals, deal as openly as possible with members of the community about the charges.



In implementation of its policy to protect the children in its care from sexual abuse, the Commissioners' Conference has adopted the following specific policies:

For purposes of this policy statement, the words, "child" and "children" mean individuals below the age of 18 years.

Territorial Registries

There will be established in the office of the Secretary for Personnel of each of the territories a Registry containing the names of individuals who in the past have been associated with The Salvation Army in any capacity who have been convicted, or against whom complaints of sexual abuse of children have been made where there is reasonable suspicion of such abuse. The Registries will also contain the names of individuals who have applied for positions with The Salvation Army who have been rejected on the basis of convictions or complaints of sexual abuse of children where there is reasonable suspicion of such abuse. The names of any Salvation Army officers, auxiliary captains, employees, local officers or volunteers who have been convicted or against whom complaints of sexual abuse of children have been made where there is reasonable suspicion of such abuse must be listed in the Registry. Names of all individuals who have been terminated because an allegation of abuse of children has been lodged against them, and the investigation discloses a reasonable suspicion of such abuse, will also be listed in the Registry. Names of any candidates for officership or of applicants for employment, local officership or volunteer status who will be involved with children will be cleared in advance with the Registry. Because of the mobility of individuals that have been or will be associated with The Salvation Army, the Territorial Secretaries for Personnel will share with each other information in their respective Registries. Where a name is included in the Registry, the Secretary for Personnel will recommend rejection of the application without explanation.

Officers. Auxiliary Captains. Candidates. Employees. Local Officers and Volunteers

- (a) Every applicant for a position involving direct exposure to children in a Salvation Army program will be cleared in writing with the Territorial Registry.
- (b) Based upon disclosure by the applicant of any prior employment or volunteer work with children, the applicant's references will be carefully checked to determine whether there are any suggestions of sexual abuse of children.
- (c) To the extent possible, searches will be conducted of State social service or public welfare department registries of child abuse and criminal history records, not only in the State in which the officers, auxiliary captains, candidate, employee, local officer or volunteer is to be assigned, but also in other states which he has resided the previous ten years.
- (d) Each applicant for employment or for volunteer work for any position involving the supervision or custody of children (under 18 years of age) or for any position in which the applicant is in any way involved with children, will complete the *Statement of Applicant for Work With Children* approved by the Commissioners' Conference. Any such applicant who fails to complete the statement or who refuses to make the representations contained in the statement, will be rejected.
- (e) Where a charge of sexual abuse of children has been made against an officer, auxiliary captain, employee, local officer or volunteer, he or she will be immediately suspended, the charge will be carefully investigated by Salvation Army administration which may include interviews with the child or children involved, their parents, the child's physician, as well as the individual charged, and, if the investigation discloses a reasonable suspicion of such abuse, whether or not there was a police investigation or a criminal conviction, the individual will be terminated. To the extent possible, full confidentiality of the investigation and the disposition of the charge will be maintained.
- (f) All Corps have a variety of programs for children and The Salvation Army operates many other programs for children, including day care centers, community centers and summer camps. No candidate will be accepted, no officer or auxiliary captain will be allowed to continue, and no employee, local officer or volunteer will continue to serve The Salvation Army where there is any reasonable suspicion of sexual abuse of children.



Reporting of Sexual Abuse of Children

Wherever, after investigation of a charge of sexual abuse of children, such abuse has been admitted by the individual charged or has been confirmed by a credible witness, in any event when required by the law of the particular State or municipality or by any regulation of a regulatory agency having jurisdiction, with notification to Divisional Headquarters, the charge will be reported to the law enforcement agency and, if required, the appropriate social service agency.

Prevention Education

Each of the Territories will strengthen educational programs relating to the sexual abuse of children, with seminars to be attended by individuals responsible for supervising programs for children, the education program to include detailed explanations of the policies set forth in this policy statement.

Treatment of Victims of Sexual Abuse

Although children who are the victims of child abuse while in the care of The Salvation Army will frequently require professional counseling not available within The Salvation Army, The Salvation Army will make every effort to extend to the victims and their families its compassion and its commitment to their spiritual and emotional well-being. However, there have been cases in which, after thorough investigation, there is serious doubt that any child abuse occurred. In such instances, even if there are no criminal proceedings, there might well be civil actions brought against The Salvation Army that The Salvation Army will be prepared to defend.

The Salvation Army is determined to protect the children in its care, in all of its many programs. Our officers are required to take all reasonable steps to avoid the sexual abuse of children and to institute such preventive measures, in addition to the procedures outlined in this policy statement, to protect the children in their care. By taking such steps, the officers will help alleviate these ills of mankind and will extend the Kingdom of God.

Issued by the authority of
The Territorial Commander

Policy Approved by the February 2000 Commissioners' Conference (pp. 33-48)
Policy Amended by the February 2005 Commissioners' Conference (pp. 101, 104-105)
TFC: February 2005
Colonel David Jeffrey
Chief Secretary

Attachments

ATTACHMENT A: Statement of Applicant for Employment Involving Work With Children
(Revised March 2004 CC - Approved in Correspondence) PAGE 26

ATTACHMENT B: Statement of Volunteers (Salvationists and Non-Salvationists) For Work With Children
(Revised February 2003 CC) PAGE 29



The Salvation Army Boys & Girls Club Officer/Employee/Volunteer Requirements

Required Training

Every staff member and volunteer, including minor staff, of The Salvation Army Boys & Girls Clubs is required to complete all Salvation Army Safe From Harm trainings required for their position every 3 years.

In addition, an **annual** refresher of safe from harm must be completed with at a minimum training content covering:

1. Child Abuse Prevention
2. Grooming Prevention
3. Duty to Report: Mandated Reporter
4. The Salvation Army Policies, including all safety policies in this manual

CPR/FIRST AID

At least ONE CPR AND First Aid certified staff will be on site during Club operational hours at all locations.

Onboarding for all Employees and Volunteers

The Salvation Army will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. DHQ HR will provide behavioral-based interview questions for local use, SEE REFERENCE CHECK GUIDELINE.

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment
- Benefits
- Rights and responsibilities of employees
- Club safety guidelines
- Any other important employment-related information

Before working with any Club members, all employees and volunteers, at a minimum, shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures, and schedule
- Job descriptions and performance standards for their position
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc
- Completion of the required Child Abuse Prevention Trainings approved by The Salvation Army



Background Check Guideline

Conduct criminal background checks of all employees, including minors, and volunteers. Conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases through verification of a social security number, (b) provide a national Sex Offender Registry search, (c) provide a comprehensive criminal search which includes a national search and (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety). This membership requirement must also be shared with your current background check provider. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

In accordance with state and federal laws, all background check findings shall be considered by The Salvation Army when making employment or volunteer decisions.

The Salvation Army is prohibited from hiring or engaging potential boys & girls club program staff, or volunteers – or continuing to employ or engage current staff or volunteers – who have direct, repetitive interaction with youth if such individual:

- a. Refuses to consent to a criminal background check
- b. Makes a false statement in connection with such criminal background checks
- c. Is registered or required to be registered on a state or national sex offender registry
- d. Has been convicted of a felony consisting of, but not limited to:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, drug use or distribution of drugs in the last five years
 10. Has been convicted of any misdemeanor or felony against children, including child pornography.

Reference Checks Guideline

The Salvation Army will conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with young people. The Salvation Army will inquire with any potential candidate for employment or a potential volunteer as to previous Boys & Girls Club experience or other youth related experience. Should candidates for employment or volunteer service serve in a role that has direct, repetitive interaction with young people and they have previous experience with a Boys & Girls Club or other youth agency, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs or youth serving agency(s) the candidate worked at prior to extending an offer for employment or volunteer service.

Additionally, The Salvation Army shall provide an accurate assessment of a potential candidate's eligibility for rehire/volunteering when asked by other Member Organizations.

It's important to note that any federal, state, local or tribal laws or regulations supersede this guideline.

See Attachment A & B- Working with Children Statements PAGES 26-31



Employee & Volunteer Drug Use Restrictions

Taken from The Salvation Army, USA Southern Territory Employee Manual

Alcohol and Illegal Drugs at Work Policy/Testing (HR 413)

The Salvation Army is committed to providing a safe working environment and fostering the well-being and health of its employees, Officers, volunteers and clients.

That commitment is jeopardized when any Salvation Army employee illegally uses drugs or uses alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes or sells drugs in the workplace.

The purpose of the policy is to help maintain a safe, productive, drug-free working environment in compliance with the Federal Drug Free Workplace Act.

DEFINITIONS:

“Legal Drug” – Prescribed drug or over-the counter drug that has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

“Illegal Drug” -- Any drug (a) which is not legally obtainable, (b) which may be legally obtainable but has not been legally obtained, or (c) which is being used in a manner or for a purpose other than as prescribed.

“Alcohol” – Any beverage that is considered an intoxicating agent.

“Reasonable Suspicion” – A suspicion based on evidential factors that an individual is under the current influence of illegal drugs and/or alcohol. Such evidential factors may include, but are not limited to:

- Observed drug abuse or alcohol use during work hours on company premises.
- Apparent physical state of impairment.
- Incoherent mental state.
- Marked changes in personal behavior that are otherwise unexplainable.
- Deteriorating work performance/attendance that is not attributable to other factors.
- Accidents or mishaps in which injuries or property damage occurs.
- Any circumstances that provide reasonable cause to believe the employee may be under the influence of illegal drugs or alcohol.

The Salvation Army has established the following policy:

- It is a violation of Salvation Army policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job.
- It is a violation of Salvation Army policy for anyone to report to work under the influence of illegal drugs or alcohol (with illegal drugs or alcohol present in the individual's body).
- It is a violation of the Salvation Army's policy for anyone to use prescription drugs illegally. While the Salvation Army understands that employees under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

Violations of this Salvation Army policy are subject to immediate termination of employment.



In compliance with the Federal Drug Free Workplace Act, it is also the policy of The Salvation Army that:

- It will establish and maintain a drug awareness program to inform employees about:
- the dangers of drug abuse in the workplace
- the organization's policy of maintaining a drug-free workplace.
- any drug counseling, rehabilitation and/or employee assistance programs that may be offered or endorsed by The Salvation Army; and the penalties that may be imposed upon employees for drug abuse violations.
- Any employee convicted of violating a criminal drug statute must notify the Human Resources Department of the conviction within five (5) days. Failure to report the conviction will result in corrective action, up to and including termination of employment.

A. Employee Drug and Alcohol Abuse Testing

The Salvation Army will maintain drug-testing practices to identify employees who use illegal drugs or abuse alcohol, either on or off of the job.

It shall be a condition of continued employment for all employees to submit to a drug test:

- When there is a reasonable suspicion to believe that an employee is using or has used illegal drugs or is under the influence of alcohol.
- Pre-employment testing in such circumstances where The Salvation Army Territorial Human Resources

Department has approved pre-employment drug testing for all employees at a particular unit or location, based on the programs and services offered at the location. Such testing must have prior approval of the Territorial Executive Director of Human Resources and will be approved only if conducted on all employees of the unit/location in the affected job categories, within three days of the employee's start date at The Salvation Army unit/location.

- Job related testing in such positions where state and/or Federal law dictates testing must occur.

The Salvation Army *does not* support any testing as a condition of employment other than as outlined above, unless mandated for a particular position by state and/or federal law and/or with the express written approval of the Territorial Executive Director of Human Resources.

B. Testing Procedures

1. Approved Pre-Employment Testing

Units/location approved by the Territorial Human Resources Department to conduct pre-employment testing on all incoming employees must do so after an offer of employment has been made and before the end of the third (3rd) day of the employee's start of work at The Salvation Army unit/location. Specific procedures for pre-employment testing will be provided to the unit upon such approval and will be based on the services offered at the unit as well as any state specific requirements for this type of testing.

2. Reasonable Suspicion Testing

An employee reporting to work visibly impaired or unable to properly perform required duties because of alcohol and/or illegal drug use will not be allowed to work. If, in the opinion of the supervisor, the employee is considered impaired, the supervisor will immediately notify the Human Resources Department.



3. Job Related Testing

There are some positions in The Salvation Army where alcohol and drug testing is mandated by state and/or Federal laws.

In these situations, the incumbents will be tested according to the law(s) governing that mandate. This may include testing with cause, mandated testing, and reasonable suspicion testing. An employee occupying a position under state or Federal mandated alcohol and drug testing laws will be notified of this status as of the time of hire or when The Salvation Army incurs the responsibility for legal compliance. An employee in any such position who refuses testing under the conditions required by state and/or Federal mandates will be subject to the disciplinary practices of that law or this policy, up to and including termination of employment.

4. General Testing Guidelines

The Human Resources Department will coordinate in-house testing by a territorially approved Salvation Army collection agent, except where state law dictates that initial testing must be conducted in an external laboratory.

If an individual with these qualifications is not available to conduct preliminary in-house testing or if the initial in-house result of the test is positive, the employee will be sent to a Salvation Army approved medical facility by taxi or other safe transportation alternative for initial or confirmatory drug testing. An impaired employee will not be allowed to drive him or herself to the facility, nor will transportation be provided by the supervisor or any other Salvation Army employee.

Out-of-house drug testing will be conducted at a laboratory chosen by The Salvation Army. Such laboratories will be licensed and approved by the Department of Health and Human Services. The employee will be put on immediate unpaid leave of absence pending laboratory test and result confirmation (inclusive of any appeal of test results, as outlined below), and will not be allowed to work during this time.

If the confirmed test results are positive, the employee will be immediately terminated, and The Salvation Army will not be responsible for lost wages incurred. If the confirmed test results are negative, the employee will be immediately reinstated, and The Salvation Army will compensate the individual for wages lost during this time.

The Salvation Army reserves the right to request a blood test.

C. Appeal Process

If the employee wishes to make an appeal based on a positive confirmed test result, the employee may submit information (within 5 working days of receipt of the result) to The Salvation Army explaining or contesting the test results, and why the results do not constitute a violation of Salvation Army policy.

If the employee undertakes an administrative or legal challenge to the test result itself, the employee shall be responsible for notifying the laboratory (within 5 working days of receipt of the result). The original sample must be retained by the laboratory until the case or administrative appeal is settled.

The employee shall be permitted by The Salvation Army to have a portion of the specimen retested, at the employee's expense, at another laboratory of the employee's choice, as long as it is licensed and approved by the Department of Health and Human Services.

The second laboratory must test at an equal or greater sensitivity for the drug(s) in question as the first laboratory. The laboratory that initially performed the test for The Salvation Army shall be responsible for the transfer of the portion of the specimen to be retested and for the integrity of the chain of custody during such transfer.



If the test results from the two laboratories conflict, testing will be conducted at a third laboratory (using the original sample as stated above) of The Salvation Army's choice, at the organization's expense.

A. Discipline Process

Refusal to sign a consent form or to allow a search will be grounds for immediate termination of employment. The employee will be assisted with collecting his/her personal belongings and escorted from the facility.

Failure to submit to required medical or physical examinations (as outlined in this policy), including drug and/or alcohol testing, is misconduct and is grounds for immediate termination of employment.

The manufacture, sale, purchase, transfer, use, or possession of illegal drugs and/or alcohol by employees on Salvation Army premises, in Salvation Army vehicles, or while on Salvation Army business is prohibited and will result in immediate termination. The Human Resources Department will contact local law enforcement to notify of illegal manufacture, sale, purchase, transfer, use or possession of drugs by the employee on Salvation Army premises, and the employee will be terminated as set forth above. The employee's personal belongings will be collected by the supervisor or Human Resources

Department and will be available for pickup by the terminated employee.

Positive, confirmed test results indicating that the employee was under the influence of illegal drugs and/or alcohol on Salvation Army premises, in Salvation Army vehicles, or while on Salvation Army business is prohibited and will result in immediate termination.

The employee's prior decision to seek assistance from a drug or alcohol rehabilitation program will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. The Salvation Army strongly encourages employees who suspect they might have a problem to seek assistance. However, using such a program will not prevent disciplinary action when facts showing a violation of this policy are obtained outside of the programs. The purposes and practices of this policy and these programs are not in conflict but are distinctly separate in their applications.

B. Testing Costs

The Salvation Army shall pay the full cost of any testing ordered by the organization, including the reasonable cost of transportation to and from the designated testing facility. The employee will be responsible for paying the costs of any additional drug testing not required by The Salvation Army, as outlined above.

C. Statement of Confidentiality

The Salvation Army and their agents who receive or have access to information concerning drug/alcohol tests shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, except where such a release is compelled by a legal or government entity.

The Human Resources Department will have the responsibility of maintaining all records associated with drug and alcohol policy violations as well as the results of any testing performed.

Smoking Guideline

The Salvation Army Boys & Girls Clubs will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at The Salvation Army Boys & Girls Clubs facilities. Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers. Smoking is prohibited at all The Salvation Army Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking guideline applies to employees, volunteers and members while on Club premises or during Club activities (on or off site)



Employment of Minors.

Please refer to the employment of minors' policy that is a separate document not included in this guideline.

Supervision Guidelines

Physical Interactions

Every staff member and volunteer of The Salvation Army Boys & Girls Clubs is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include, but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Side hugs • Handshakes • High-fives • Hand slapping • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs or kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback/shoulder rides • Tickling • Allowing youth to cling to an adult's leg

Verbal Interactions

Every staff member and volunteer of Boys & Girls Clubs is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include, but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Positive reinforcement • Child appropriate jokes (no adult content) • Encouragement • Praise • Name calling 	<ul style="list-style-type: none"> • Inappropriate jokes (adult-only content) • Discussing sexual encounters or personal issues, and secrets • Profanity or derogatory remarks • Harsh language that may frighten, threaten or humiliate youth.



Supervision

Safe From Harm Recommendation

The Salvation Army Boys & Girls Clubs are committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

Recommended Ratios:

Salvation Army Boys & Girls Clubs have a goal of maintaining the following ratios of ministry workers to children whenever feasible. These ratios are goals. The Salvation Army recognizes that in some circumstances achieving these ratios may not be feasible, such as an unexpected number of children showing up for an event.

PROGRAM	WORKERS	CHILDREN
Boys & Girls Club	2	20



Entrance and Exit Control Guidelines

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility. All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility. Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

One on One Contact Regulations

The Salvation Army Boys & Girls Clubs are committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers.

DO'S	DONT'S
<ul style="list-style-type: none"> • Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals. • Ensure in-person meetings take place in areas where other staff and/or members are present. 	<ul style="list-style-type: none"> • Initiate one-on-one contact with a member. • Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media. • Transport one member at a time. This includes personal and private vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.

Staff shall immediately inform Club leadership if a staff member or volunteer violates this safe from harm standard. Should any adult staff or volunteer violate this standard, the Organization will take appropriate disciplinary action, up to and including termination.

The following guidelines shall be addressed when staff or volunteers are trained utilizing The Salvation Army's child safety training programs. The training will also discuss traveling to external events off site. The one-on-one guideline shall continue to be followed when off site. If travel is involved parent(s) or guardians will be encouraged to transport where allowed. In instances, where parents or guardians cannot travel, arrangements will be made where there will be 2 staff traveling with a member at all times





Bathroom Guidelines

Safe From Harm Recommendation

The Salvation Army Boys & Girls Clubs are committed to providing a safe environment and enforces the following restroom safe from harm safety standard for members, staff, volunteers, and other adults. Restrooms located at The Salvation Army Boys & Girls Club facilities shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or Workers can often monitor rest rooms by standing in the door and listening. This keeps them visible to passersby and affords no opportunity to touch or view children.

In addition, these are some other best practices that can be used to monitor restrooms:

Best Practices
<ul style="list-style-type: none"> • Implementing procedures to limit the number of children using restrooms at the same time. (For example, allowing no more children than the bathroom facilities can accommodate or limiting the number of younger children as necessary) • Prohibiting younger children and teens from sharing a restroom. • Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.
<p>Staff and volunteers who observe Unacceptable restroom conditions MUST:</p> <ul style="list-style-type: none"> • Immediately notify Club leadership of the incident. • Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club’s Incident Reporting Policy.

There will be a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.

The following guidelines shall be addressed when staff or volunteers are trained utilizing The Salvation Army’s child safety training programs.

Locker Room Guidelines

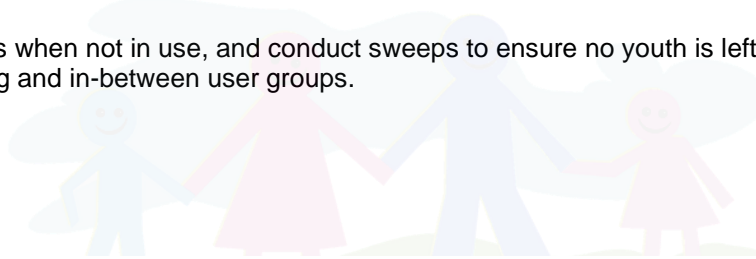
Depending on the set up (physical space) of the Club the locker rooms may be designated as male, female, or unisex. These facilities are to be used by youth members only, youth with caregivers, adult members, staff, and volunteers.

Locker rooms shall be regularly inspected and monitored by a designated same gender staff and/or volunteer at a schedule set by Club leadership. Facilities should be kept in good repair and if stalls exist ensure they lock properly.

Before youth members enter the locker room, staff should complete a sweep of the facility to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door to be visible and within listening range without infringing on member’s privacy. Exterior locker room doors should remain open when in use by youth, if this does not violate the privacy of those inside.

No audio or video recording devices are allowed in the locker room. Additional procedures include:

- Prohibiting mixed age groups (children, teens, and adults) from utilizing the locker room at the same time.
- Limit the number of youth permitted to use the facilities at the same time.
- Secure locker rooms when not in use, and conduct sweeps to ensure no youth is left in locker rooms before closing and in-between user groups.





Facility Condition

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff. All interior and exterior spaces, hallways, stairs and stairways shall be monitored, maintained, well-lit, clean and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours. Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine if temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

Food and Drink

Any distribution, preparation or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly stored securely.



Transportation

The Salvation Army Boys & Girls Clubs are committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Club only provides transportation to and from the Clubhouse and various approved off-site locations.

The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

STAFF TRANSPORTATION GUIDELINES

DO'S	DONT'S
<ul style="list-style-type: none"> • Keep a log of all youth who are picked-up and dropped off. • Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations. • Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities. • Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities. • Follow additional guidelines addressed via Salvation Army training programs. • Only transport members in official Club vehicles • Ensure at least three individuals are present when transporting members and two individual(s) must be an adult. • Abide by the one-on-one guideline when transporting members. • Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities 	<ul style="list-style-type: none"> • Transport Club members in personal vehicles. • Transport one member at a time unless two adults are present. • Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities. • Drive in an unsafe or aggressive manner.





Incident Reporting

Safe From Harm Recommendation

See Attachment C Page 30

When responding to allegations of abuse, The Salvation Army and its representatives will keep several key principles in mind:

1. Reports should be taken seriously.
2. Divisional headquarters should be contacted immediately.
3. The Salvation Army will cooperate with law enforcement and social services.
(Headquarters should be consulted to guide the unit in this area.)
4. The victim should not be blamed.
5. The Salvation Army should seek to provide support as appropriate for alleged victims, alleged offenders, and their families during this period of great stress.
6. Allegations should be handled with sensitivity for people's privacy and confidentiality.
Reports of questionable behavior must be taken seriously.

The National policy of The Salvation Army is to "respond promptly" and "thoroughly investigate all charges of sexual abuse of children." Reports of questionable behavior should not be ignored or allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and The Salvation Army.

In the Southern Territory, the procedure is to notify the General Secretary (GS) or Divisional Secretary (DS) at DHQ immediately upon knowledge of questionable behavior. Allegations may occur in a variety of ways. Since the unit cannot control how a report will surface, it is important that officers, employees, and volunteers follow the steps described below. These steps will ensure that the allegation is channeled to the appropriate person and that the problem is not compounded by an improper response.

Step-By-Step Response Procedures

When a Victim Reports Abuse Against a Representative of The Salvation Army, The person hearing the initial report should follow these steps:

- Listen supportively; hear the victim out and do not minimize or discount the allegation.
- Contact the program leader or officer in charge immediately. If the officer is being accused, the person receiving the initial report should contact the GS/DS at divisional headquarters. The leader or officer in charge will help to ensure compliance with Salvation Army policy, consult with legal counsel, and make the report to law enforcement if necessary.
- Ask basic questions to clarify facts if needed, then forward the information to headquarters for investigation.
- Where there is an allegation or reasonable suspicion of abuse of children, the individual in question shall be removed from his/her duties.
- To the extent possible, full confidentiality of the investigation and the disposition of charges shall be



maintained. Comply with all laws regarding reporting and cooperate with any governmental investigation of charges.

- If the safety of the child is at issue, the worker must use his or her own judgment to decide the best way to proceed. Workers may need to contact law enforcement directly if timing is critical and unit leaders are unavailable for consultation.
 - Police
 - Sheriff's Department
 - Child Protective Services

Note: These policies are appropriate for allegations involving unit activities and abuse occurring outside of Salvation Army activities and responsibilities. Young people frequently choose to confide in Salvation Army workers about abuse happening outside of corps, services, or programs. It is important that reports of this type are also handled sensitively and appropriately.

Workers Who Observe Questionable Activities or Suspicious Behavior

Any person who observes violations of unit guidelines or has reasonable suspicions of inappropriate activity is required to report these concerns to an appropriate leader.

- Write complete and factual notes describing specifically what you have observed. Remember to document facts only, not opinions or speculation. Do this while the information is still fresh in your memory.
- Contact your supervisor as soon as possible. In a private conversation, the program leader or officer can help evaluate any suspicions. (You may wish to list job titles here or specific names of people to contact. If you list specific names, you will need to update this policy periodically.)
- The program leader or officer in charge is responsible for any further response to the situation. He or she must document the report in the confidential files. Possible responses can range from reminding the worker about following guidelines to reporting the incident to law enforcement.

Workers Responding to Serious Accidents

- Render appropriate first aid and call for appropriate emergency help.
- Provide emotional support to the victim(s) and other young people who may be upset by the accident. (Prayer is usually appropriate!) Contact the program leader or officer in charge as soon as possible after ensuring the safety of victims. One of these leaders should then take charge of responding to the accident using the procedures listed below in this policy. (You may wish to list job titles here or specific names of people to contact. If you list specific names, you will need to update this policy periodically.)
- Write complete and factual notes describing specifically what you have observed. Remember to document facts only, not opinions or speculation. Do this while the information is still fresh in your memory.
- Be cautious about making statements that imply responsibility or provide information against the interests of The Salvation Army and its representatives.

Unit Leaders Responding to Abuse

In most cases, divisional or territorial headquarters will respond to serious incidents such as allegations of abuse or negligent injury. In the immediate aftermath of an incident, how the local unit responds is important.

Here are suggestions for local units to keep in mind:

- The supervisor should discuss the report with the person(s) who heard the initial report. Try to understand the



pertinent details so that they can be communicated to headquarters

- Contact divisional headquarters (GS/DS office) immediately.

- Decide if a mandated report to authorities is warranted. Guidance from headquarters and legal counsel is often necessary because reporting statutes and relevant criminal statutes may be complicated. This is a decision based on the information at hand and applicable laws. If a report is needed, usually the worker who has the most first-hand information about the incident should make the report. Corps or divisional/territorial leaders may assist in making a report since it can be a daunting process for many workers.

- The officer/administrator should not attempt to verify the allegation.

- The officer/administrator should contact law enforcement or the appropriate reporting agency.

Phone numbers are:

Police:

Sheriff's Department:

City or County child abuse hotline:

(If your operations frequently cross municipal, county, or state boundaries, you may wish to list more than one police, sheriff's department, and hotline number.)

- Salvation Army representatives will cooperate with law enforcement under the guidance of the headquarters and an attorney.

- As part of the response plan, divisional headquarters will instruct the local unit on both how and what to communicate with parents/guardians of the alleged victim.

BGCA Critical Incident Reporting

All The Salvation Army Boys & Girls Club organizations shall report the following Critical Incidents to Boys & Girls Clubs of America (BGCA) within 24 hours via the online critical incident reporting system:

- Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death.
- Any mental health crisis for which a child requires outside care.
- Any instance of a child who might have been abducted or reported missing from a Club site or during a Club-sponsored activity.
- Any instance or allegation of child abuse, including physical, emotional or sexual abuse
- Sexual misconduct or exploitation against any child (Club-related or not) by a current employee or volunteer or any Club-related instance by a former employee or volunteer.
- Sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- Any known or suspected felony criminal act committed at a Club site or during a Club-sponsored activity
- The misappropriation of organizational funds in the amount of \$25,000 or greater or any amount of federal funds.
- Any felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees or volunteers, or the change in status of an open court case.
- For an open organization-related court case, report within 24 hours any change in the status of the case.
- Any negative media attention that could compromise the reputation of the organization or the Boys & Girls Clubs of America brand.
- Any other incident deemed critical by the organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.



Safety Committees

In Divisions where Salvation Army Boys & Girls Clubs operate the following safety committees shall be established:

Chair of all Committees Emma Edelman

Emma.edelman@uss.salvationarmy.org
Territorial Safe From Harm Coordinator.

Co-Chair

Captain Leon Ferraez
 Leon.ferraez@uss.salvationarmy.org
Secretary, The Salvation Army, A Georgia Corporation

ALM	Captain Malaika Good Yolanda Kyles	Malaika.good@uss.salvationarmy.org Yolanda.kyles@uss.salvationarmy.org	601-969-7560
AOK	Chris Dobor wicz Connie Barrington	Chris.Doborowicz@uss.salvationarmy.org Connie.Barrington@uss.salvationarmy.org	
GA	Melissa Powell	Melissa.Powell@uss.salvationarmy.org	678-418-4688
PMC	Danielle Delaney	Danielle.Delaney@uss.salvationarmy.org	202-756-2653
NSC	Anita Cline	Anita.Cline@uss.salvationarmy.org	704-972-3443
TX	Major Bette Jo McDonald	BetteJo.McDonald@uss.salvationarmy.org	214-956-6220
EBC	Captain Laurie Ferraez	laurie.ferraez@uss.salvationarmy.org	470-898-4114

Effective January 1, 2022

The Safety Committee of each Member Organization's governing body shall conduct annual facility assessments, review safety policies and review the results of all safety assessments to identify safety needs and areas of improvement.



GUIDELINES FOR TECHNOLOGY USE AND COMMUNICATION WITH MINORS

The Salvation Army Southern Territory utilizes many forms of technology and equipment to accomplish the mission and to foster communication at all levels of the organization. Minute 011A outlines the IT Policies and Procedures that govern use of technology and equipment by Salvation Army officers, employees and volunteers.

The following guidelines incorporate elements from other sections of the IT Policies and Procedures (Minute 011A) but are specifically written to govern use of technology and communication between Salvation Army personnel (officers, employees and volunteers) and minors participating in Salvation Army programs.

Minute 039 and The Salvation Army Workers Together manual provide guidance on criminal and/or civil legal matters involving employees and officers of The Salvation Army. If you do not understand the information contained in these documents, please contact Joseph Mole or your Human Resources Department for assistance.

The following guidelines are also referenced in *Safe From Harm*, the Southern Territory's comprehensive child abuse prevention program.

General guidance

1. Salvation Army personnel working with minors will be given a copy of these guidelines, accompanied by training on appropriate and safe use of technology in Salvation programs serving children and youth as part of the Southern Territory's *Safe From Harm* program.
2. Local units that operate computer labs will train young people on appropriate safety precautions utilizing age-appropriate training materials such as those available from the National Center for Missing and Exploited Children (www.netismartz.org).
3. Wherever feasible, computer labs will be set up with monitors facing toward the center of the room for easy supervision by Salvation Army personnel.
4. To the extent possible, parental controls and firewall settings (i.e. Websense) will be utilized to block access to inappropriate websites.

Social networking

1. Salvation Army units that wish to communicate with young people via social networking sites are encouraged to set up an organizational/corporate account through the social network provider, to which participants may join or sign up for updates on program-related information and activities. This account should be administered by the program leader, with administrator rights granted to other key leaders such as the program director or corps officer.
2. Salvation Army officers, staff and volunteers who wish to establish personal connections or one-to-one relationships (i.e. becoming online "friends") with minors participating in Salvation Army programs utilizing social networking sites do so at their own risk, and outside of the context of official Salvation Army programming. Since these connections create opportunities for informal, out-of-program contact that is not easily monitored by program leadership or parents/guardians, Salvation Army personnel are cautioned to use sound judgment and extreme caution. It is further recommended that adults save any electronic correspondence with minors for future reference should their behavior be questioned regarding appropriateness. Salvation Army Officers and Auxiliary Captains should refer to Minute No. PL039 for further information on legal proceedings where conduct was unrelated to duties as an officer.
3. Salvation Army personnel may not post pictures of minors participating in Salvation Army programs on the established organizational page unless a signed "Consent to Publication" form has been completed by the parent/guardian of the minor.
4. Children and youth should be cautioned about sharing personal identifying information such as personal images, date of birth, social security numbers, home address, school information, etc. on social networking sites. Remember, DATA NEVER DIES!



E-mail between agents of The Salvation Army and minor clients or program participants

1. Official e-mail correspondence from Salvation Army personnel to minors participating in Salvation Army programs should be limited to information about Salvation Army activities and programming only, and should not be personal in nature.
2. When e-mailing minors participating in Salvation Army programs Salvation Army personnel must copy the corps officer or program administrator and the child/youth's parent or guardian.
3. All messages composed, sent or received utilizing The Salvation Army computer system are and remain Salvation Army property. They are not private property. Hence, The Salvation Army has the authority to read any and all e-mails.
4. All e-mail records may be subject to disclosure to law enforcement officials or third parties in the event of any legal action.
5. E-mail messages must not be unlawful, offensive, discriminatory, or intended to frighten, intimidate, disrupt, abuse or harass another person. E-mail messages should be courteous, professional and businesslike. Among those considered to be inappropriate are any messages which contain sexual implications, racial slurs, gender-specific comments, or other messages that offensively address someone's age, sexual orientation, religious or political beliefs, national origin or disability. Any message that utilizes the Internet contains the name of The Salvation Army and therefore reflects on The Salvation Army.

Electronic messaging (instant messaging, text messaging and electronic "chat")

1. Salvation Army personnel and minors participating in Salvation Army programs must not engage in conversations through electronic mail, text messaging, "chat," or any other medium with vulgar, racist or sexually explicit content.
2. Salvation Army personnel and minors participating in Salvation Army programs must not intentionally transmit or receive sexually explicit material, including any pornography in writing, pictures or words.
3. Salvation Army personnel and minors participating in Salvation Army programs must not utilize any form of electronic media for the purposes of "cyberbullying," intimidation or exploitation of any form. Participants in children and youth programs should receive training on this issue.
4. If electronic messaging is utilized to communicate with youth about specific program-related information, where feasible, copy the corps officer or program administrator and the child/youth's parent or guardian.

Picture and video capturing

1. Salvation Army personnel should not send video or other captured images of themselves to minors participating in Salvation Army programs via e-mail, cell phone or any other technology device. This guideline is in place to protect both the minor and the adult leader from accusations of inappropriate, informal contact.
2. Salvation Army personnel should not participate in web cam or other video messaging with minors participating in Salvation Army programs outside of specified program activities (for instance, a group demonstration or similar activity that is part of a Salvation Army program).
3. Salvation Army personnel should not use personal cameras or the camera/video functions of personal cell phones or PDA's to photograph minors in Salvation Army activities including, but not limited to camps, day camps, youth councils, corps activities or social service programs. Furthermore, images of minors participating in Salvation Army programs should not be posted to public or private websites without express permission from the minor's parent or guardian (Consent to Publication)
4. Photographs of minors participating in Salvation Army programs may be taken with equipment owned by The Salvation Army, however written permission must be obtained from the parent or guardian of each child in the form of a completed "Consent to Publication."

SEE ATTACHMENT D Page 33



Emergency Response

Each location must establish an emergency operations plan to be followed in the event of any type of emergency. The emergency plan should be communicated with all TSA personnel, including evacuation meeting spots in the event of an emergency. Emergency drills should be carried out once per quarter and should involve TSA personnel and all participants including youth. Where possible, the plan should be shared with local first responders, such as fire department and law enforcement.

The Club must strive to provide a safe and secure place for all members. The RAPID RESPONSE GUIDE provides an overview of how Clubs plan to address a disaster or emergency that may interrupt their Boys & Girls Club community.

The plan should be reviewed in accordance with guidance provided by local first responders.

The Local Club Leadership Team

The Local Club Leadership Team consists of the Corps Officer/Area Commander as well as the designated leaders of the Boys & Girls Club. These leaders include: Area Director, Club Director, Branch Manager and Program Coordinator II. The Corps Officer/Area Commander has designated to function as the on-site Emergency Coordinator the highest-level leadership staff on site. In addition, the Corps Officer/Area Commander has appointed the Area Director/Club Director to coordinate crisis counseling activities (this role is explained in detail below). The Local Club Leadership Team is responsible for:

- Training a small group of staff and/or Club leaders in basic emergency action. This includes taking rosters with them if they must be evacuated and maintaining prohibition of private 1:1 interactions during drills and incidents.
- Keeping parents and response agencies informed of emergency plans and revisions.
- Assigning roles to the members of the Emergency Management Team.
- Utilizing present communication capabilities and integrating future capabilities into the emergency plan.
- Identifying a specific evacuation location on campus/off campus for members and visitors required to leave the building.
- Executing periodic safety checks.
- Working with EMS, Fire, Police ahead of drills for them to understand the Club location(s) layout and operations for a more efficient response.
- Inviting emergency personnel to visit the local Club on a regular basis to alleviate anxiety of membership following a crisis.
- Designating a staff member to be at the hospital to collect information about injuries and to report the information back to the local Club.
- Designating a staff member with communications training to notify family members of the injured.
- Designating someone to assist with identifying the injured and the fatalities.
- Designating sufficient personnel with communications training to manage phones.
- Developing a strategy for post-crisis orientation for staff and members/families.
- Having a roster giving the names of members who are off campus at the Boys & Girls Club related activities.
- Reviewing plans for on-campus and off-campus emergencies.
- Making notifications to the community about cancellation and re-start of services in the local Club.

Staff

Staff participation during a day-to-day emergency response will be coordinated through the Local Club Leadership Team. Staff will be responsible for:

- Becoming familiar with all aspects of the plan.
- Executing duties as outlined in the EOP.
- Being familiar with all avenues of exit at each building.



- Accounting for all members under their supervision during the crisis. Reporting to the Local Club Leadership Team any missing or injured members.
- Following a prearranged plan of transportation and supervision to appropriate shelters.

Exercising the Plan

The Local Club Leadership Team will practice this plan bi-monthly to ensure all stakeholders are aware of the plan and understand their role. The Local Club Leadership Team may choose from several diverse types of exercises to practice the facility Emergency Operations Plan.

Emergency preparedness exercises, when conducted properly, help to increase the calm, confidence, and competence of Club staff and members. However, intentionally causing terror, distress, or grief, even if intended to prevent the likelihood of later death or injury, ignores our obligation to minimize the risk of both psychological and physical harm to members and staff. There is no evidence that simulated exercises that are highly distressing, such as those that are unannounced or involve deception (actors), are superior to other forms of drills for which members and staff are aware they are being trained. Local Club Leadership Teams should prohibit Clubs from using deception in live emergency preparedness exercises and related simulations and instead require the mandatory notice of such drills to parents, members, and staff.

Even when conducted sensitively, exercises designed to prepare for emergencies can evoke unpleasant thoughts and memories and can even trigger traumatic reactions in some people. The Local Club Leadership Team can align with the local school on how exercises with children will be conducted; in this way, the exercise will be consistent and familiar.

Below are descriptions of the diverse types of exercises, the Local Club Leadership Team may choose to conduct:

- **Tabletop exercises** are small group discussions that walk through a scenario and the courses of action a local Club will need to take before, during and after an incident. This activity helps assess the plan and resources and also facilitates an understanding of emergency management and planning concepts.
- During **drills**, local emergency management officials (EMS, Fire, Police), community partners and relevant local Club personnel should use the actual Club grounds and buildings to practice responding to a scenario.
- **Functional exercises** are like drills but involve multiple partners. Participants react to realistic simulated events (ex: a bomb threat, or an intruder with a gun), and implement the plan and procedures using the incident command system.
- **Full-scale exercises** are the most time-consuming activities in the exercise continuum and are multi-agency, multi-jurisdiction efforts in which resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment. An Emergency Operations Center is established (usually by the local emergency management agency) and the incident command system is activated.

The Boys & Girls Club will decide about how many and which types of exercises to conduct after consideration of the costs and benefits. The Boys & Girls Club will also consider having representative(s) participate in larger community exercises to ensure that efforts are synchronized with the entire community's efforts.

The Local Club Leadership Team will take the following steps to conduct the exercises effectively:

- ✓ Include local emergency management officials and community partners.
- ✓ Communicate information in advance to avoid confusion and concern.
- ✓ Exercise under different and non-ideal conditions (ex: time of day, weather).
- ✓ Debrief and develop an after-action report that evaluates results; identifies gaps or shortfalls; documents lessons learned.
- ✓ Discuss how the plan and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan.



CONFIDENTIAL THE SALVATION ARMY

STATEMENT OF APPLICANT FOR EMPLOYMENT INVOLVING WORK WITH CHILDREN

This statement will be completed by all applicants for employment for any position involving the supervision or custody of children (under 18 years of age) or for any position in which the applicant is in any way involved with children. The completion of the statement will help to assure The Salvation Army that it will provide a safe and secure environment to those children who participate in its programs and who use its facilities.

Personal Information

Name _____
 Last First Middle

Current Address _____
 # Street City State Zip

Home Phone _____

Social Security No. _____

Education or training for work with children
(List formal education courses and on the job training participated in, identifying the institution).

Personal References (Not Relatives)

Reference # 1

Name _____

Address _____

Phone # _____

Reference # 2

Name _____

Address _____

Phone # _____

All prior work with children
(List the church or other organization conducting the program, the name of the immediate supervisor and, if known, the name, address and telephone number of any individual now involved in the program.)

**For purposes of this Statement, the words "child" and "children" mean individuals below the age of 18 years.*



STATEMENT OF APPLICANT FOR EMPLOYMENT INVOLVING WORK WITH CHILDREN

As the applicant described above, I do hereby represent to The Salvation Army, with the understanding that The Salvation Army will rely upon the information provided in considering my application for work with children, that the foregoing information and following statements are true:

1. In my prior employment, have never used a name other than that set forth above.
2. I understand the essential duties of my position in connection with the working with children in the programs of The Salvation Army. I am able to perform those essential job duties with no accommodation except as follows.
3. I have never been accused of abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.
4. If the foregoing statement is not true, please describe the circumstances of the accusation and the outcome.
5. I have never been arrested as a result of a charge of child abuse or of actual or attempted sexual molestation of a child.
6. I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
7. I authorize any of the churches or other organizations and their representatives and my personal references listed above to give to The Salvation Army any information they may have regarding my character and fitness for work with children. I release all such organizations and individuals from any liability that may result from their furnishing such information to The Salvation Army. I waive any right that I may have to inspect any records containing such information.
8. I am aware that The Salvation Army is a branch of the Christian Church and, in the event that my application is accepted, I agree that I will conduct myself in my work with children in a way that is consistent with the religious and charitable policies and principles of The Salvation Army.
9. Having provided the foregoing information and having affirmed the foregoing statements are true, recognize that any false information or statements are punishable under the laws relating to perjury.

Applicant

Date

Signature of Witness

Printed name of Witness

Address of Witness

City/State/ZIP



CONFIDENTIAL THE SALVATION ARMY STATEMENT OF VOLUNTEERS
(SALVATIONISTS AND NON-SALVATIONISTS) FOR WORK WITH CHILDREN

This statement will be completed by all applicants for volunteer work for any position involving the supervision or custody of children (under 18 years of age) or for any position in which the applicant is in any way involved with children. The completion of the statement will help to assure The Salvation Army that it will provide a safe and secure environment to those children who participate in its programs and who use its facilities.

Personal Information

Name _____
Last First Middle

Present Address _____
Number Street City State Zip

Home Phone () _____

Social Security No. _____

Present Church _____

Minister of the Church _____

Other Churches attended regularly during the past ten years:

Education or training for work with children (List formal education courses and on the job training participated in, identifying the institution). _____

Personal References (Not Relatives)

Reference

Name _____

Address _____

Phone # _____

All prior work with children (List the church or other organization conducting the program, the name of the immediate supervisor and, if known, the name, address and telephone number of any individual now involved in the program.)

**For purposes of this Statement, the words "child" and "children" mean individuals below the age of 18 years.*



STATEMENT OF VOLUNTEERS (SALVATIONISTS AND NON-SALVATIONISTS)
FOR WORK WITH CHILDREN

As the applicant described above, I do hereby represent to The Salvation Army, with the understanding that The Salvation Army will rely upon the information provided in considering my application for work with children, that the foregoing information and following statements are true:

1. In my prior volunteer work, I have never used a name other than that set forth above.
2. I understand the essential duties of my position in connection with the working with children in the programs of The Salvation Army. I am able to perform those essential job duties with no accommodation except as follows:
3. I have never been accused of abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.
If the foregoing statement is not true, please describe the circumstances of the accusation and the outcome.
4. I have never been arrested as a result of a charge of child abuse or of actual or attempted sexual molestation of a child.
5. I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
6. I authorize any of the churches or other organizations and their representatives and my personal references listed above to give to The Salvation Army any information they may have regarding my character and fitness for work with children. I release all such organizations and individuals from any liability that may result from their furnishing such information to The Salvation Army. Waive any right that I may have to inspect any records containing such information.
7. I am aware that The Salvation Army is a branch of the Christian Church and I agree that I will conduct myself in my work with children in a way that is consistent with the religious and charitable policies and principles of The Salvation Army.
8. Having provided the foregoing information and having affirmed the foregoing statements are true, recognize that any false information or statements are punishable under the laws relating to perjury.

Applicant

Date

Signature of Witness

Printed name of Witness

Address of Witness

City/State/ZIP



STATEMENT OF VOLUNTEERS (SALVATIONISTS AND NON-SALVATIONISTS)
FOR WORK WITH CHILDREN

(The remaining sections are to be completed by Salvation Army personnel)

1. All references identified above have been contacted and
 - There were no reports of misconduct involving children; or
 - Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

Immediate Supervising Officer

Date

2. Applicant's name has been checked in the Territorial Registry and
 - The applicant's name did not appear in the Territorial Registry; or
 - The applicant's name appeared in the Territorial Registry- applicant is not approved for work with children.

Responsible Officer at THQ/DHQ/CFOT/SFOT/ARC, etc.

Date

3. Applicant's name has been checked in available State databases and
 - There were no reports of misconduct involving children; or
 - Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to the Secretary for Personnel for inclusion in the Territorial Registry.

Responsible Officer at THQ/DHQ/CFOT/SFOT/ARC, etc.

Date

- 4.* Prior accusations of abuse have been investigated and
 - There was no reasonable suspicion of abuse; or
 - There was reasonable suspicion of abuse – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

Immediate Supervising Officer

Date

**To be completed only if applicant reports an accusation in response to item #3 of Statement.*

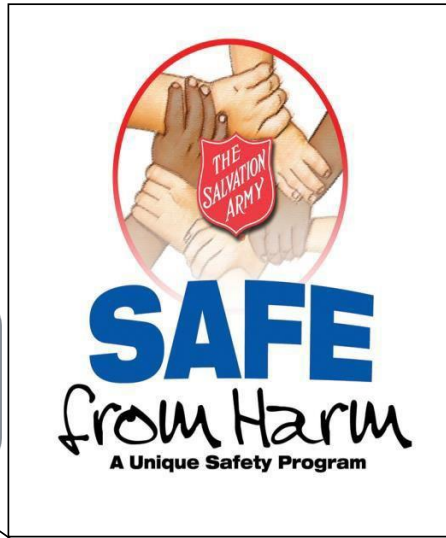
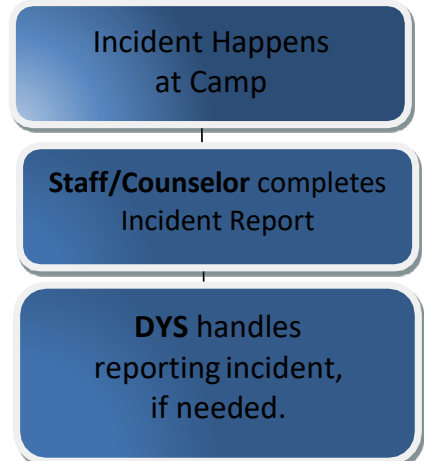
Incident Reporting

Level 1 -

Basic Incident / Corps



Basic Incident / Camp



*Divisional
Safe From Harm Coordinator*

Level 2 - Serious Incident DHQ

*General Secretary /
DHQ Legal*

Level 3 - Territorial Incident Management THQ

*Territorial
Safe From Harm Coordinator*

*THQ Legal
Department*

THQ Risk Management



Acceptable Use of Internet and Other Electronic Resources

The Salvation Army recognizes the value of computer and other electronic resources to improve learning and enhance the administration and operation of its programs. To this end, the Divisional Finance Board encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of The Salvation Army.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to individuals is impossible to control. Therefore, the Divisional Finance Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on The Salvation Army- owned equipment or through The Salvation Army-affiliated organizations.

The Salvation Army Rights and Responsibilities

It is the policy of The Salvation Army to maintain an environment that promotes ethical and responsible conduct in all online network activities by individuals. It shall be a violation of this policy for any individual to engage in any that does not conform to the established purpose and general rules and policies of the network. Within this general policy, The Salvation Army recognizes its legal and moral obligation to protect the well-being of individuals in its charge. To this end, The Salvation Army retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network and/or maintaining a log of Internet for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to The Salvation Army-owned equipment and, specifically, to exclude those who do not abide by The Salvation Army's acceptable use policy or other policies governing the use of facilities, equipment, and materials. The Salvation Army reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and computer users in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise users, control electronic equipment, or otherwise have occasion to observe user use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of The Salvation Army.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

Use of the electronic media provided by The Salvation Army is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to individuals at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.



Acceptable Use

1. All use of the Internet must be consistent with the mission and objectives of The Salvation Army
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for all users.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of The Salvation Army and your community. Be polite!
8. From time to time, The Salvation Army will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address or phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on The Salvation Army computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Salvation Army network may not be used for downloading entertainment software or other files not related to the mission and objectives of The Salvation Army for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of The Salvation Army.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by staff.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay Chat), is prohibited unless specifically authorized by the system administrator.



Disclaimer

1. The Salvation Army cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and messages are susceptible to monitoring. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Salvation Army will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Salvation Army makes no warranties (expressed or implied) with respect to:
 - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information
 - b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Salvation Army reserves the right to change its policies and rules at any time.

Parental Electronic Consent Form

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of The Salvation Army's Internet and other electronic resources. I understand that violation of this policy may result in disciplinary action, including possible revocation of membership, termination and civil and criminal penalties.

Applicant's Printed Name

Guardian's Printed Name
Required for applicants under 18

Applicants Signature

Date

Guardian's Signature
Required for applicants under 18

Date

State Foster Care Caseworker
For foster children only

Date

The Salvation Army Signatory's
Printed Name

Date

The Salvation Army Signatory's
Signature

Date