 Guidance for all personnel involved in running children’s and young people’s activities/programs

The Salvation Army (TSA) is committed to providing a safe and inclusive environment for children and young people, where they can feel safe, respected, valued and encouraged to reach their full potential. TSA has a zero-tolerance approach to abuse, neglect, harm and risk of harm to children and the safety and wellbeing of children is our priority.

Activity Leaders may wish to encourage personnel to review this resource as part of completing their activity briefing. The table below outlines the expected behaviours of Personnel when involved in delivering children’s programs.

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| Do | Don’t |
| * Communicate in a manner that considers the age and ability of children and take the time to listen and respond appropriately to children’s views and concerns. * Behave with integrity, honesty and respect towards all people regardless of ability, gender, sexual orientation or cultural identity. * Set clear boundaries around physical and other types of interactions appropriate to your agreed role. * Respond quickly to identified instances of bullying or cyberbullying by contacting the leader or senior Personnel as soon as possible. * Always have available emergency contact numbers and the contact numbers of at least two senior Personnel. * If you are told that a child has been or will be at risk of neglect, harm/abuse or harmed/abused, remain calm, be responsive, do not inform the person who is accused and abide by TSA’s incident management process and state/ territory based mandatory reporting requirements. * Declare personal relationships with children/families participating to the activity leader. * Tell the leader if you need to leave the activity before it concludes, even if for a short time (i.e. bathroom, an urgent personal matter or to move a vehicle etc). * Know the risks and controls for the activity as outlined in the Mission Activities and Program (MAaP) approval risk assessment. * Abide by the information in the Individual Record and Permission and Image Consent and Release forms. | û Communicate with a child in ways that are likely to humiliate, frighten or distress them.  û Subject a child to any form of corporal punishment, social isolation, immobilisation, offence or misconduct.  û Develop ‘special’ relationships with children that could be seen as grooming/favouritism such as the offering of gifts or special treatment.  û Seek or accept offers to spend time with children outside of the agreed role for the activity.  û Be out of sight of other Personnel and alone with a single child, outside of program-approved guidelines.  û Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes (exception if own children).  û Use tobacco products/vaping or possess or be under the influence of alcohol or illegal drugs at any time while working with children.  û Transport children unless explicitly approved by TSA for the program and by the parent/guardian.  û Take any imagery of children on personal devices (exception your own children).  û Engage with children electronically or via social media using personal profiles at any time or in a way which is otherwise outside program approved guidelines (exception if own children). |

Further information regarding safeguarding policies, procedures and resources can be found within the [Safeguarding Toolkit](https://salvosau.sharepoint.com/sites/SUP1084Toolkit/) or by asking your manager for a copy of the safeguarding policy and procedure folder.