



Frequently Asked Questions – VIC, TAS, SA, NT, WA

- 1. Do I still complete Permissions to Proceed for new children and youth programs in Safety Management Online (SMO)?**

Yes, continue to use SMO. Refer to the Program Approval Step Guide for your Division. The Step Guide can be found under the Program Approval Resources link on [Salvos Central](#) Toolkit and [My Salvos Toolkit](#).
- 2. Do I still use SMO to approve children and youth programs?**

Yes, continue to use SMO. Refer to the Program Approval Step Guide for your Division. The Step Guide can be found under the Program Approval Resources link on [Salvos Central](#) Toolkit and [My Salvos Toolkit](#).
- 3. How do I add new team members to my program?**

For new team members create a list using the New Program Member List Excel template found at the Resources Section in SMO and on [Salvos Central](#) and [My Salvos](#) Toolkits – click on Program Approval Resources link.
- 4. Can I still use the Traffic Light system in SMO to check the validity of team members' integrity check and training?**

No, the Traffic Light system is no longer accurate as we have disabled its edit function.
- 5. When I am submitting or approving a program where do I check to make sure my volunteers have the right integrity check?**

You can check your team members' WWCC and training data on Volunteer Management System (VMS), or email Safeguarding Policy & Practice team at <mailto:safeguarding@salvationarmy.org.au> for employees/officers. From 26th October 2020 you can check integrity data for all personnel on SWD.
- 6. When I am submitting or approving a program where do I check to make sure my volunteers have the right training?**

You can check training details in VMS for volunteers and email Safeguarding Policy & Practice team at <mailto:safeguarding@salvationarmy.org.au> for employees/officers.
- 7. I cannot find the training data of my team members in Volunteer Management System (VMS), can I still check SMO?**

Yes, you can still check training data in SMO just remember that after 14th September 2020 this may not be the latest information and you will still need to check VMS. Please contact your Volunteer Resource Advisor.
- 8. How do I know when my team members have completed the Safeguarding@TSA Training and/or Safeguarding Principles Training? Where do I find this data?**

You can check Safeguarding training data in VMS for volunteers and email Safeguarding Policy & Practice team at <mailto:safeguarding@salvationarmy.org.au> for



employees/officers. The Safeguarding Policy & Practice team has access to all Safeguarding training data.

9. Who can I ask about approval processes for children and youth programs?

You can contact your [Divisional Safeguarding Consultants](#) (SGC).

10. Who should I speak to if I have a question about volunteer data, VMS or Salvos WorkDay (SWD) for volunteers?

You can contact your VR Advisor.

11. Who should I speak to if I have a question about safeguarding considerations in new activities or programs?

SGC can assist and provide you with advice and support when developing new activities/programs.

12. I have developed or adapted a program or activity in response to Covid-19 provisions, do I need to complete a new program approval and activity risk assessment?

Yes, you will need to complete a new program approval and activity risk assessment in SMO. Your SGC can support you in addressing any safeguarding considerations.