

INSTRUCTION GUIDE FOR MANAGERS OF VOLUNTEERS SAFEGUARDING@TSA TRAINING

Safeguarding@TSA is mandatory for ALL volunteers. It provides an interactive approach to training and includes information on how to prevent child abuse, identify behaviours and physical signs of abuse, and how to take immediate action. Volunteers will also learn about The Salvation Army's commitment to the wellbeing of children and young people; and the components that guide our child safe approach.

This training has 4 sections and takes **30 minutes to complete**. There is an online assessment at the end of sections 1, 2 and 3 (to progress participants must answer 80% of the online assessment questions correctly – answers can be attempted as many times as needed without having to restart the course from the beginning). We highly recommend the training is completed in one sitting to ensure progress is not lost.

Recognition of Prior Learning (RPL)

If your volunteers have previously completed Keeping Children Safe or Safe Salvos, and the training is still current, they do not need to complete Safeguarding@TSA training until their current training expires. Both Keeping Children Safe or Safe Salvos are valid for 3 years.

Resources for volunteers

The Salvation Army's Children and Young People framework, policy and fact sheets can be accessed from the [Safeguarding Children and Young People Toolkit for Volunteers](#) at mySalvos.

Manager of Volunteer Guide

Step 1: Check the currency of your volunteers' training on Safety Management Online (SMO) or Volunteer Management System (VMS).

Step 2: Make a list of the volunteers whose previous training (Keeping Children Safe or Safe Salvos) has expired or is within 4 weeks of expiry.

Step 3: Inform the volunteers their training is due and provide them with a link to the **Volunteer Learning Platform** my.salvos.org.au/volunteer-learning-platform. Advise them to use Chrome, Safari or Firefox as their browser.

Note: Volunteers whose training has expired must complete the Safeguarding@TSA training **before** resuming their duties.

Volunteers whose training is due to expire within 4 weeks or less must complete the Safeguarding@TSA training prior to the expiry date.

Step 4: Inform volunteers to save or print a completion certificate, in case there is a delay between training and the completion data being uploaded to VMS.

Step 5: Training completions will be recorded in the VMS on a monthly basis by Volunteer Resources.

Step 6: Set up a monthly task reminder in your calendar to search for expiry dates of volunteers' training and to send out email reminders.

SAFEGUARDING@TSA TRAINING IS MANDATORY

It takes 30 minutes to complete and it is recommended to complete the training in one sitting.

Safeguarding@TSA valid for 2 years.

RPL is applicable for current Keeping Children Safe and Safe Salvos.

If you have any concerns of harm – or any questions regarding reporting obligations – please contact your Divisional Safeguarding Consultant.

NOTE

It is the responsibility of the Manager to ensure their volunteers' training is current.

