



## Program Approval Step Guide - NSW, ACT & QLD

1. Corps Officer/Team Leader completes Safe Salvos Program Approval Form. This form can be found at **Salvos Central Toolkit** <https://salvosau.sharepoint.com/sites/SUP1084Toolkit> and **My Salvos Toolkit** <https://my.salvos.org.au/safeguarding-children-and-young-people-toolkit/> (you do not need intranet access for this site).
2. Corps Officer/Team Leader checks that team members have a current WWCC and have completed (or have RPL for) Safeguarding Principles and Safeguarding@TSA training in Volunteer Management System (VMS). If you can't locate the team member's name in VMS, check in SMO. Email Safeguarding Policy & Practice team at [safeguarding@salvationarmy.org.au](mailto:safeguarding@salvationarmy.org.au) for employees/officers. Anyone who has current Safe Salvos would have been granted RPL for Safeguarding Principles and Safeguarding@TSA training.

If you do not fall in the line management of the volunteer, then please contact Integrity Check Service (ICS) via [integritycheckhelp@salvationarmy.org.au](mailto:integritycheckhelp@salvationarmy.org.au) to assist with your enquiry. The current report available for the purpose on SWD is Volunteer Mandatory Training and WWCC status.

Please note that for Safeguarding Principles Training is currently a number of unmatched training records. The ICS can assist in the interim where training records appear to be missing.

3. Corps Officer/Team Leader to check that all team members have signed the Mission Volunteer Agreement Form. ([https://drive.google.com/file/d/1K84zTIC2WU\\_gAzOkVG6cNGyXxMB9upao/view](https://drive.google.com/file/d/1K84zTIC2WU_gAzOkVG6cNGyXxMB9upao/view)). A copy of this form is to be uploaded in the Volunteers' records in Salvos Workday.
4. Corps Officer/Team Leader completes Activity Risk Assessment form. (both forms are available on **Salvos Central Toolkit** - <https://salvosau.sharepoint.com/sites/SUP1084Toolkit> and **My Salvos Toolkit** <https://my.salvos.org.au/safeguarding-children-and-young-people-toolkit/>).
5. Corps Officer/Team Leader emails Program Approval form and Activity Risk Assessment to Divisional Support Officer (DSO) for approval.
6. DSO checks that team members have a current WWCC and have completed (or have RPL for) Safeguarding Principles and Safeguarding@TSA training in Salvos WorkDay (or VMS/SMO if name is not found in Salvos WorkDay) or email Safeguarding Policy & Practice team at [safeguarding@salvationarmy.org.au](mailto:safeguarding@salvationarmy.org.au) for employees/officers. The Safeguarding Policy & Practice team has access to all Safeguarding training data.
7. DSO checks that team members have signed the Mission Volunteer Agreement Form – a copy is kept in their Salvos Workday records. Volunteers may not commence in their roles until this is signed as it relates to our terms of agreement for becoming a volunteer and includes our child safe policies and code of conduct standards.

8. DSO approves and signs Program Approval form and notifies by returning a copy to the Corps Officer via email.
9. DSO keeps approved programs in a secure folder.
10. Corps Officers keeps the digital copy in a folder on the computer drive and the hard copy in the filing cabinet under lock.