



# Person of Interest (Safeguarding) Policy

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## Overview

<b>Purpose</b>	<p>To detail The Salvation Army (TSA) Australia Territory position and standards to be applied in relation to the management of a person who is subject to a safeguarding incident/concern within TSA.</p> <p>The standards detailed relate to the notification, investigation/fact finding process, assessment and management of a Subject of Allegation (SOA) or a Person of Concern (POC).</p>
<b>Who does this apply to?</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>▪ All TSA Personnel across all Mission Expressions, and</li> <li>▪ Persons engaged or involved with TSA.</li> </ul>
<b>Effective date</b>	12/12/2021

## Definitions

Definitions are located in the [Glossary of Terms and Definitions](#) (GO\_LR\_GUI-03\_TPMP).

Term	Definition
<b>Fact-finding</b>	A process seeking to establish the facts of a matter and determine if a Person of Concern poses a safeguarding risk. During a fact-finding process available information is reviewed and then used for the purpose of assessing the extent of risks posed. This differs from an investigation in that it does not seek to determine whether, on the balance of probability events occurred.
<b>Investigation</b>	A structured process involving the gathering and examination of information and evidence in order to: <ul style="list-style-type: none"> <li>▪ Establish the facts of an event (i.e., notification, incident, complaint)</li> <li>▪ Understand the contributing factors, and</li> <li>▪ Determine actions for managing parties involved and preventing reoccurrence or minimising impacts of reoccurrence</li> </ul>
<b>Person of Concern (POC)</b>	Any Corps participant/adherent engaged or involved with TSA who poses or is alleged or known to pose a safeguarding risk and/or who is subject of a safeguarding or fact-finding process. Soldiers are considered a Person of Concern; however, they are subject to Investigation Processes under the Safeguarding Investigation Procedure rather than Fact-Finding. Personnel being investigated for alleged misconduct would only be considered Persons of Concern if they attend and/or participate at Corps outside of their personnel role.
<b>Person of Interest (POI)</b>	A Person of Interest is the overarching TSA term for a person who exhibits behaviours which may be a safeguarding concern and are therefore reported to TSA. Depending on the type of engagement the POI has with TSA, the POI is further referred to as: <ul style="list-style-type: none"> <li>▪ Person of Concern (POC) where the individual is a Corps participant/attendee/adherent, or</li> <li>▪ Subject of Allegation (SOA) where the individual is a member of TSA Personnel or a Soldier</li> </ul>
<b>Reasonable Likelihood</b>	The standard of proof required within a fact-finding process. It means the likelihood of a Person of Concern posing a safeguarding risk is reasonably likely, not remote and is more than merely plausible. The account of the victim/survivor or another person, is an integral part of establishing reasonable likelihood that a Person of Concern poses a safeguarding risk. This account takes precedence over a mere denial of wrongdoing by a Person of Concern. When assessing the safeguarding risk, the lower standard of proof (reasonable likelihood) is used. This aligns with the standard of proof of the National Redress Scheme, in recognition of the complexities of fact-finding processes in relation to often historical allegations. This is to ensure that TSA can effectively take steps to reduce or remove identified risks, even if the information obtained during a fact-finding process is limited.

Term	Definition
<b>Safeguarding Concern</b>	<p>Anything that leads a person to believe the safety or wellbeing of a TSA client, customer or Corps participant is at risk due to the behaviour or practices of another person, but which has not been proven as fact through an investigation/fact-finding assessment.</p> <p>This also includes behaviours which support increased opportunities for abuse, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Behaviours toward children and vulnerable adults that are indicative of grooming</li> <li>▪ Behaviours by TSA personnel that are a breach of TSA policy, procedure or standards</li> </ul> <p>A safeguarding concern will be apparent by one of more of the following:</p> <ul style="list-style-type: none"> <li>▪ Your own observations</li> <li>▪ Allegations/ disclosures/ complaints that you have been made aware of</li> <li>▪ Reports from any person that someone connected to TSA has a history of abusing children or adults, and/or</li> <li>▪ 'Gut-feelings' that something about an interaction may have been abusive or harmful and which you need to seek support from a Safeguarding Consultant to assess</li> </ul> <p>In relation to the work of SAID, safeguarding concerns also include any concerns of sexual exploitation, abuse and harassment inclusive of fraternization.</p>
<b>Safeguarding Incident</b>	<p>A safeguarding incident has occurred and requires reporting and recording, when a person has caused a safeguarding concern to a child or an adult who is a client, customer or Corps participant.</p>
<b>Safeguarding Management Plan</b>	<p>A Plan which outlines the conditions under which a Person of Concern can safely attend TSA Corps or Corps based programs and activities.</p>
<b>Safeguarding Risk</b>	<p>Any issue which has been proven as fact, through an investigation/fact-finding process, that the safety or wellbeing of a child or adult was and would continue to be at risk due to the actions, behaviours or practices of a person connected to TSA.</p> <p>A safeguarding risk will be apparent by one or more of the following:</p> <ul style="list-style-type: none"> <li>▪ Reports from another organisation or regulatory authority which has established as fact that a person has harmed/abused an adult or a child</li> <li>▪ Receiving a report from Police or an admission of guilt from a Person of Concern or Subject of Allegation themselves that a history of causing abuse/harm exists, and/or</li> <li>▪ A TSA investigation/fact-finding process has proven that a risk exists</li> </ul>
<b>Safeguarding Risk Assessment</b>	<p>Process of:</p> <ul style="list-style-type: none"> <li>▪ Identifying hazards and risk factors linked to a safeguarding concern that have the potential to cause harm (identification);</li> <li>▪ Analysing and evaluating the risk associated with that hazard (risk analysis and evaluation); and</li> <li>▪ Determining appropriate ways to eliminate the hazard or control the risk where the hazard cannot be eliminated (mitigation).</li> </ul>
<b>Subject of Allegation (SOA)</b>	<p>A member of TSA Personnel or a soldier against whom an allegation of abuse or safeguarding misconduct has been made and where an investigation has yet to determine if the allegation(s) are substantiated.</p> <p>A Subject of Allegation does not refer to Corps Participants/Adherents who are subject to fact-finding processes.</p>

# Policy Statement

## General principles

The central focus of all TSA mission delivery and activity is the protection and safety of all persons who engage with or attend TSA.

A Person of Interest is an umbrella term used to refer to a person who may pose a safeguarding risk to children and adults who are TSA clients, customers or Corps participants.

A Person of Interest (POI) may be a Person of Concern, a Subject of Allegation or a TSA client. The nature of the POI's relationship with TSA will determine under what procedure the allegation or safeguarding risk is managed.

POI Type	Relationship to TSA	Procedure
Subject of Allegation (SOA)	Member of TSA Personnel Soldier Retired Officer	Safeguarding Investigation Procedure*
Person of Concern (POC)	Corps Participant Attends Corps activities Corps based social client Adherent Member	Person of Concern Procedure
TSA Client	Client of any TSA Service other than Corps based Social	Operational Procedures linked to the service stream.

\* A person who is both an SOA and a POC will be subject to an Investigation and a safeguarding risk assessment as outlined in the Safeguarding Investigation Procedure. The outcome of these processes will determine if a Safeguarding Management Plan is required.

## Safeguarding risk management culture

Safeguarding is the responsibility of all TSA personnel and all people who engage with or attend TSA.

TSA requires all personnel who identify a safeguarding concern report this as per the Responding to Safeguarding Concerns Procedure (GO\_LR\_PRO-01\_TPOI).

TSA will take all reasonable action to identify, assess, manage and mitigate safeguarding risks posed by individuals.

TSA reserves the right to exclude POIs from its services and sites when safe inclusion cannot be achieved.

## Policy and Orders & Regulations

The tasks and procedures involved in the notification, investigation/fact-finding process, assessment and management of a SOA/POC are identified and defined in the context of other TSA policies and procedures.

In addition to policy and procedure, where the SOA is an Officer, retired Officer or soldier, the process and management of the SOA must comply with the relevant Orders and Regulations.

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**Procedural fairness** TSA ensures the following:

- TSA's response to safeguarding concerns and safeguarding risks is procedurally fair, accessible, transparent, consistent and occurs without undue delay, and
- TSA's response to safeguarding allegations/risks do not compromise or jeopardize regulatory authority processes

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**Information management**

All communications and documents related to the assessment and management of safeguarding concerns must be managed and retained in line with the [Knowledge, Information and Data Management Policy](#) (GO\_LR\_POL\_TKID) and the [Privacy Act Compliance Policy](#) (GO\_LR\_POL\_TPAC).

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**Legislative and Regulatory responsibilities**

Nothing in this policy removes or diminishes individual and/or organisational responsibilities as stipulated in state/territory, federal and/or international legislation and statutory requirements.

TSA will comply with state/territory federal and/or international legislative and/or funding body reporting requirements and/or regulatory authorities (i.e. police, child protection authorities) to the fullest extent possible.

Where conflict exists between the policy and state, territory and/or federal legislation and/or regulatory requirements, legislation and regulatory requirements will take precedence.

Where the allegation concerns criminal conduct, it will be reported to police and permission must be granted by police **before proceeding with any internal or external safeguarding investigation/fact-finding process.**

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# Policy Standards

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## Overview

The following policy standards apply to all persons subject to a safeguarding allegation, without exclusion and/or exception.

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## Standard 1 TSA responds to all Safeguarding Allegations/Risks

TSA will respond to all safeguarding concerns in relation to children and adults who are customers, clients or Corps participants.

This includes allegations of abuse or harm to others that suggest a risk to clients, customers or TSA Corps participants (including children). Allegations can include but are not limited to:

- Reports a POI has been found guilty of a criminal offence against a person
  - Reports of abuse or harm against a person where no criminal prosecution has occurred
  - Allegations where charges have been dropped
  - Allegations where a not guilty verdict has been recorded
  - Allegations that do not reach the threshold of criminal conduct but would constitute a breach of expected conduct with a child or an adult who is a client, customer or Corps participant
  - Allegations that suggest a pattern of behaviour indicative of grooming
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## Standard 2 Standard of Proof

When a safeguarding concern is in relation to a member of TSA Personnel or a soldier an investigation will determine, on the balance of probabilities, whether an event giving rise to a safeguarding risk has occurred.

When a safeguarding concern is in relation to a Corps participant, a fact-finding assessment will determine whether there is a reasonable likelihood that a safeguarding risk exists.

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## Standard 3 Safeguarding Risk Assessment

A safeguarding risk assessment will be undertaken on receipt of safeguarding allegations and will be used to inform actions including but not limited to the following:

- Interim risk posed by a POI while a fact-finding process/investigation is conducted
  - Risks to the alleged victim, their family and/or potential witnesses during the investigation process
  - Risks to the integrity of the investigation process
  - Ongoing risks from the POI as evidenced by the fact-finding process or investigation
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## Standard 4 Managing Interim Safety

Pending the outcome of a fact-finding process or investigation, interim safety measures will be implemented to ensure that the POI does not pose a risk to others.

For a member of personnel this may include stand down and or changes to their officer, employment, or volunteering conditions.

For a Corps participant (including if the Corps participant is a member of personnel) this will include the implementation of an interim Safeguarding Management Plan.

For TSA clients there will be interim case management or contact arrangements implemented while risks are assessed as part of case management/service assessment processes.

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**Standard 5  
Skilled and  
Experienced  
Investigators**

Safeguarding investigations/fact-finding processes will be conducted by Safeguarding Consultants, Human Resources and/or suitably qualified external investigators.

Safeguarding investigation/fact-finding must consider the ability and/or capacity of the alleged victim/survivor to participate in an investigation/fact-finding process and take a human rights and person-centred approach (i.e. trauma, mental health issues, disability, communication, cultural safety considerations etc.).

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**Standard 6  
Risk Assessments  
post Fact-finding**

A safeguarding risk assessment will inform the specific mitigations contained in the Safeguarding Management Plan and the time for which the plan is required.

A POC can only commence or continue to engage with TSA if:

- They agree to and willingly engage in a Safeguarding Management Plan
- TSA personnel at the site agree to take responsibility for the management and supervision of the POC under plan conditions, and
- There are others at the site who are available and agree to monitor the plan in the absence of the TSA person with primary responsibility

Safeguarding consultants will develop the Safeguarding Management Plans and review the management and implementation of plans by senior site personnel.

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**Standard 7  
Risk Assessment  
post Investigation/  
fact finding  
process**

All safeguarding concerns irrespective of the outcome of the investigation/fact finding process will be subject to a safeguarding risk assessment.

A safeguarding investigation will determine whether an event occurred on the 'balance of probabilities'. A safeguarding fact-finding process will determine if it is "reasonably likely" that a person poses a safeguarding risk.

The safeguarding risk assessment will identify both the current risk and the likelihood of future safeguarding risk. The safeguarding risk assessment will be undertaken by a Safeguarding Consultant or equivalent.

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**Standard 8  
Safeguarding  
Management Plans**

A Safeguarding Management Plan is a risk mitigation tool used to manage a Person of Concern. A Safeguarding Management Plan may be an interim measure while a fact-finding process is being undertaken or an ongoing measure that is determined as required post a fact-finding process.

A Safeguarding Management Plan can also be used as an interim measure when a member of personnel, who is also a Corps participant, is subject to an investigation.

On a six-monthly basis relevant TSA personnel will formally engage the POC in a review of the POC's conduct, compliance and other matters that impact on safeguarding risk. The Safeguarding Consultant will adjust the mitigations as required based on identified safeguarding risk.

Earlier review may be required based on identified risks, non-compliance, Corps transfer or another reason as identified by a Safeguarding Consultant.

A POC may request the reduction of the mitigations associated with a Safeguarding Management Plan. This request can be made no earlier than two years after the initial plan is implemented and no more than once in any two-year period. A Safeguarding Management Plan will not be removed until a safeguarding risk assessment determines that mitigations are no longer required.

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**Standard 9 -  
Safeguarding  
Concerns**

TSA will respond to all safeguarding concerns based on the following principles:

- The safety and wellbeing of children and adults accessing TSA programs and services is paramount and TSA will take the necessary actions to ensure safe worship and program environments
- All safeguarding allegations will be reported to external bodies as required
- All safeguarding allegations/risks raised in relation to TSA personnel, Corps participants and clients will be responded to in ways that prioritise safety
- Safeguarding investigations or fact-findings can only be conducted by Safeguarding Consultants, Human Resources (concern related to an adult) or suitably qualified external providers
- Safeguarding investigations will be determined on the balance of probabilities that the event occurred
- Safeguarding fact-finding will be determined on the “reasonable likelihood” that a safeguarding risk exists
- Following the outcome of a fact-finding process a safeguarding risk assessment will be undertaken
- Investigations of safeguarding allegations will be followed by a safeguarding risk assessment when: the allegations are in relation to children, the allegations are in relation to adult clients, customers or Corps participants and have reached the threshold of criminal behaviour or there is a pattern of current or previous allegations that do not meet the criminal threshold
- A safeguarding risk assessment will occur regardless of the outcome of the investigation
- Safeguarding risk assessments will be undertaken and documented by the Safeguarding Consultant
- The Safeguarding Consultant will determine specific risk mitigations that must be implemented to enable a SOA/POC to safely engage with TSA, even in circumstances where the allegations are not proven, on the balance of probabilities or reasonable likelihood
- Risk mitigations will be documented as a Safeguarding Management Plan or equivalent (e.g. Performance management plan) as per relevant TSA policy

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**Standard 10  
Right to Refuse  
Admittance**

TSA reserves the right to refuse any POI admittance to a site or participation in a Mission Expression in circumstances where the individual:

- Refuses to engage in assessment, investigation/fact-finding and risk management planning
  - Refuses to agree to and comply with a Safeguarding Management Plan/equivalent (interim or otherwise)
  - Poses an unacceptable risk to TSA clients, customers or Corps participants, including children, and where that risk cannot be mitigated or managed by TSA
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**Standard 11  
Uniform and TSA  
Branded Clothing**

TSA uniform and branded clothing are recognised symbols that create a strong sense of trust in the wearer.

Conditions and/or restrictions in relation to uniform and branded clothing are a standard safeguarding measure.



Where any person is subject to a safeguarding allegation, investigation/fact finding process, safeguarding risk assessment or safeguarding management plan or equivalent, they are not permitted to wear a TSA uniform or branded clothing.

Restrictions on the wearing of uniform for officers and soldiers will be managed as per the relevant Order & Regulations (O&Rs).

Restrictions for other Personnel will be managed in accordance with the [Code of Conduct Policy](#) (GO\_LR\_POL\_TCOC).

Restrictions for Adherent Members and Corps participants will be managed in accordance with the Persons of Concern (Safeguarding) procedure.

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**Standard 12  
TSA Membership**

For Officers, suspension, termination, removal from and reinstatement to relevant membership roll will be in accordance with the relevant TSA policies and O&Rs, as follows:

- O&Rs for Officers Volume 2, Part 7, Chapter 5, Section 3, paragraphs 10–15
- O&Rs for Officer Review Boards paragraph 4(b) xvii and 4(c) xviii; paragraph 11–14; Appendix I and II
- O&Rs for Commissions of Inquiry
- O&Rs for Territorial Commanders (Restricted Access)
- O&Rs for Chief Secretaries (Restricted Access)

For soldiers, suspension, termination, removal from and reinstatement to relevant membership roll will be in accordance with the relevant O&Rs, as follows:

- O&Rs for Senior Pastoral Care Councils Section 4 (Enrolment) paragraph 5(e) and Section 5 (Revision of Rolls) paragraph 6(e), 7-9, 12,14-16



People who are subject to a Safeguarding Management Plan must not remain on the Soldiers roll.

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## Roles and Responsibilities

The roles associated with execution of this policy are indicated below.

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<b>Line Manager</b>	<p>Ensures all Personnel in their line command are aware of their responsibility to report safeguarding matters as per relevant policy.</p> <p>Manage a SOA/POC in their line command as per relevant policy and procedure.</p>
<b>Senior TSA Representative</b>	<p>Monitors and provides support to Line Managers responsible for the supervision and management of a SOA/POC.</p> <p>Collaborates with Human Resources Business Partner and/or Safeguarding Consultants and others as indicated, in the coordination and or management of safeguarding processes (i.e. safeguarding risk assessment, development of safeguarding management plans, reviews, Code of Conduct and Policy breaches).</p>
<b>Safeguarding Consultants</b>	<p>Safeguarding Consultants must be contacted for all child safeguarding concerns and for adults experiencing vulnerability related concerns when they meet a criminal threshold.</p> <p>Provide specialist safeguarding advice to relevant Personnel on safeguarding investigations and safeguarding management planning.</p> <p>Ensure TSA Personnel involved in the management of safeguarding allegations have adequate training available to them, are appropriately trained and resourced to effectively and efficiently manage and/or oversee, investigation/fact finding and risk management processes.</p>
<b>Executive Manager (EM) Safeguarding Operations</b>	<p>Provides the management oversight of Safeguarding Consultants.</p> <p>Provides specialist safeguarding advice to relevant department heads on the investigation/fact-finding and safeguarding management planning of a SOA/POC.</p> <p>Responsible for the oversight of safeguarding risk management and mitigation, monitoring and escalation of high-risk safeguarding matters to Head of Quality and Safeguarding (Q&amp;S) and the Assistant to the Chief Secretary (Governance Portfolio).</p>
<b>General Manager (GM) Workplace Relations</b>	<p>Ensures relevant Personnel involved in Workplace Relations processes are aware of safeguarding requirements.</p> <p>Collaborates with EM Safeguarding Operations to ensure:</p> <ul style="list-style-type: none"><li>▪ Management of SOA under Workplace Relations procedures includes safeguarding considerations</li><li>▪ Investigation of SOA is undertaken in line with Workplace Relations Investigation Procedure and disciplinary processes</li></ul>
<b>Divisional Commander</b>	<p>Ensures Corps Officers and Area Officers are appropriately resourced to manage SOA/POCs at their local site.</p> <p>Collaborates with relevant TSA Personnel in the review and management of SOA/POCs.</p> <p>Responsible for removal and/or reinstatement of soldiers in accordance with the Orders and Regulations.</p>

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## Roles and Responsibilities (Continued)

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<b>Quality and Safeguarding (Q&amp;S)</b>	<p>Ensures safeguarding risk identification and management is embedded in relevant TSA policy and procedures.</p> <p>TSA Personnel have the necessary guidance, tools and training available to maintain effective safeguarding risk management and a strong safeguarding culture.</p> <p>Monitoring, evaluation and reporting to TSA leadership.</p> <p>Continuous review and improvement of TSA policy, procedures, processes and systems.</p>
<b>Head of Officer Personnel</b>	<p>Ensures relevant Personnel are aware of the safeguarding requirements for the management of a SOA who is an Officer or Soldier.</p> <p>In consultation with Q&amp;S, provides support and direction to Divisional Commanders and Corps Officers on issues related to the management of a SOA who is an Officer.</p> <p>Collaborates with EM Safeguarding Operations to ensure management of a SOA under relevant Officer policy and procedures, and in line with O&amp;Rs.</p>
<b>Assistant to the Chief Secretary - Governance Portfolio</b>	<p>Provides oversight, direction and support to Q&amp;S in safeguarding risk management.</p>
<b>Chief Secretary</b>	<p>Responsible for the management of risk within TSA and makes decisions on the treatment of risks.</p> <p>Ensures that safeguarding risk is managed within the Risk Appetite and Tolerances (as defined in the Enterprise Risk Management Policy) set by the Board and Trustees.</p>

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## Accountability

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<b>Obligation</b>	<p>All Personnel under the terms of their service, employment, engagement or contract must comply with all TSA policies, procedures and supporting documents.</p>
<b>Consequences of non-compliance</b>	<p>Failure to comply with this policy may result in disciplinary action and, in serious cases, termination of employment or engagement with TSA.</p>

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## Location

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<b>Repository</b>	<p><a href="#">Territorial Policy Hub</a></p>
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## Feedback

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<b>Feedback is encouraged</b>	<p>Feedback is used to improve and enhance the impact of this policy and will be considered when reviewing and updating the document.</p>
<b>Who is feedback provided to?</b>	<p>All feedback is to be forwarded to the Quality and Safeguarding Department via email to <a href="mailto:safeguarding@salvationarmy.org.au">safeguarding@salvationarmy.org.au</a>.</p>

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## Related Documents and References

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**Policy Documents** Person of Interest (Safeguarding) Policy (GO\_LR\_POL\_TPOI)

### Procedures

Responding to Safeguarding Concerns Procedure (GO\_LR\_PRO-01\_TPOI)

Managing a Person of Concern Procedure (GO\_LR\_PRO-02\_TPOI)

Safeguarding Investigation Procedure (GO\_LR\_PRO-03\_TPOI)

### Supporting Documents

External Reporting Requirements Guidelines (GO\_LR\_GUI-01\_TPOI)

How to Manage Disclosures of Abuse Guidelines (GO\_LR\_GUI-02\_TPOI)

Suitability Criteria for Investigators Guideline (GO\_LR\_GUI-03\_TPOI)

Safeguarding Fact-Finding Report (GO\_LR\_FOR-01\_TPOI)

Safeguarding Exclusion Letter Template (GO\_LR\_FOR-02\_TPOI)

Safeguarding Management Plan (GO\_LR\_FOR-03\_TPOI)

Safeguarding Management Plan Review (GO\_LR\_FOR-04\_TPOI)

Investigation Risk Template (GO\_LR\_FOR-05\_TPOI)

Critical Information to Share with a Subject of Allegation Template (GO\_LR\_FOR-06\_TPOI)

Initial Letter to a Subject of Allegation Template (GO\_LR\_FOR-07\_TPOI)

Terms of Reference Template (GO\_LR\_FOR-08\_TPOI)

Safeguarding Investigation Plan Template (GO\_LR\_FOR-09\_TPOI)

Letter of Allegation and Invitation to Interview to Subject of Allegation Template (GO\_LR\_FOR-10\_TPOI)

Safeguarding Investigation Report Template (GO\_LR\_FOR-11\_TPOI)

Outcome Letter to Subject of Allegation Template (GO\_LR\_FOR-12\_TPOI)

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**Related Policy Documents**

Approved Authorities Policy (GO\_LR\_POL\_TAAP)  
Approved Authorities Matrix (GO\_LR\_PRO\_TAAP)  
Active Officer Service Conditions and Uniform Policy (BS\_OF\_POL\_TOSC)  
Code of Conduct Policy (GO\_LR\_POL\_TCOC)  
Disciplinary Procedure (BS\_HR\_PRO-04\_TWPR)  
Enterprise Risk Management Policy (GO\_LR\_POL\_TERM)  
Client Feedback and Complaints Policy (GO\_QA\_POL\_TFBK)  
Grievance Resolution Procedure (BS\_HR\_PRO-03\_TWPR)  
Induction and Onboarding Procedure (BS\_HR\_PRO-06\_TROB)  
Incident Management Policy (GO\_QA\_POL\_TCIM)  
Knowledge, Information and Data Management Policy (GO\_LR\_POL\_TKID)  
Pre-employment Procedure (BS\_HR\_PRO-04\_TROB)  
Preventing Sexual Exploitation, Abuse and Harassment Standard (MD\_OM\_STA-01\_TCSS)  
Privacy Act Compliance Policy (GO\_LR\_POL\_TPAC)  
Recruitment and Onboarding Policy (BS\_HR\_POL\_TROB)  
Recruitment Procedure (BS\_HR\_PRO-05\_TROB)  
Safety and Wellbeing of Children and Young People Policy (GO\_LR\_POL\_TSWC)  
Service Delivery Policy (MD\_OM\_POL\_TCSS)  
Whistleblower Protections Policy (GO\_LR\_POL\_TWBP)  
Workplace Relations Policy (BS\_HR\_POL\_TWPR)

**Orders and Regulations**

O&Rs for Officers Volume 2- Procedures, Part 7, Chapter 5 – Discipline, Chapter 21 - Adherents  
O&Rs for Local Officers – Chapter 1  
O&Rs for Officer Review Boards  
Memorandum of Guidance for the Application of O&Rs Governing Discipline – Restricted  
O&Rs for Commissions of Inquiry  
O&Rs for Territorial Commanders and Chief Secretaries Part 1 Chapter 4 Section 10. Resignations, suspensions and dismissals  
O&Rs for Senior Pastoral Care Council Section 4 – Enrolment  
O&Rs for Senior Pastoral Care Council Section 5 – Revision of Rolls  
O&Rs for Senior Pastoral Care Council Section 10 – Adherent members  
O&Rs for Senior Pastoral Care Council Section 11 – The Salvation Soldier  
O&Rs for Territorial Commanders (Restricted Access)  
O&Rs for Chief Secretaries (Restricted Access)

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**Related Legislation**

*Crimes Act 1995* (Cth)  
State Legislation  
*Crimes Act 1900* (ACT)  
*Crimes Act 1900* (NSW)  
*Criminal Code Act 1983* (NT)  
*Criminal Code Act 1899* (Qld)  
*Criminal Law Consolidation Act 1935* (SA)  
*Criminal Code Act 1924* (Tas)  
*Crimes Act 1958* (Vic)  
*Criminal Code Act Compilation Act 1913* (WA)

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**Funding Agreement Requirements**

N/A

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**Governance/  
Accreditation/  
Certification  
Standards**

Child Protection Policy (2013) Department of Foreign Affairs and Trade, Australian Government  
Code of Conduct (2019) Australian Council for International Development (ACFID)  
Conduct and Ethics Manual (2019) Department of Foreign Affairs and Trade, Australian Government  
Preventing Sexual Exploitation, Abuse and Harassment Policy (2019) Department of Foreign Affairs and Trade, Australian Government

**Audit Report  
Findings**

N/A

**Other Relevant  
Documents  
/Resources**

Child Protection Policy Framework (2021), International Headquarters, The Salvation Army  
Final Report – Preface and Executive Summary. (2017) Royal Commission into Institutional Child Sexual Abuse. Commonwealth of Australia

## Document Control Information

**Document ID**

GO\_LR\_POL\_TPOI

**Theme**

Governance

**Category**

Legal, Risk and Compliance

**Policy Owner**

Assistant to the Chief Secretary – Governance Portfolio

**Policy Implementer**

Head of Quality and Safeguarding

**Approval Authority**

Australia Territory Board

**Review Date**

N/A

**Next Review Date**

December 2024

**Previous  
Documents**

**AUE** - Management of Persons convicted or proven and/or Persons alleged to have committed a sex offence Policy (MSO 1216)

**AUS** - Management of Persons convicted or proven and/or Persons alleged to have committed a sex offence Policy (MSO)

**Document History**

Version	Date Approved	Summary of Changes
1-0	30/07/2020	Inaugural version
1-1	14/01/2021	New Mission Volunteer definition
2-0	12/12/2021	12-month review