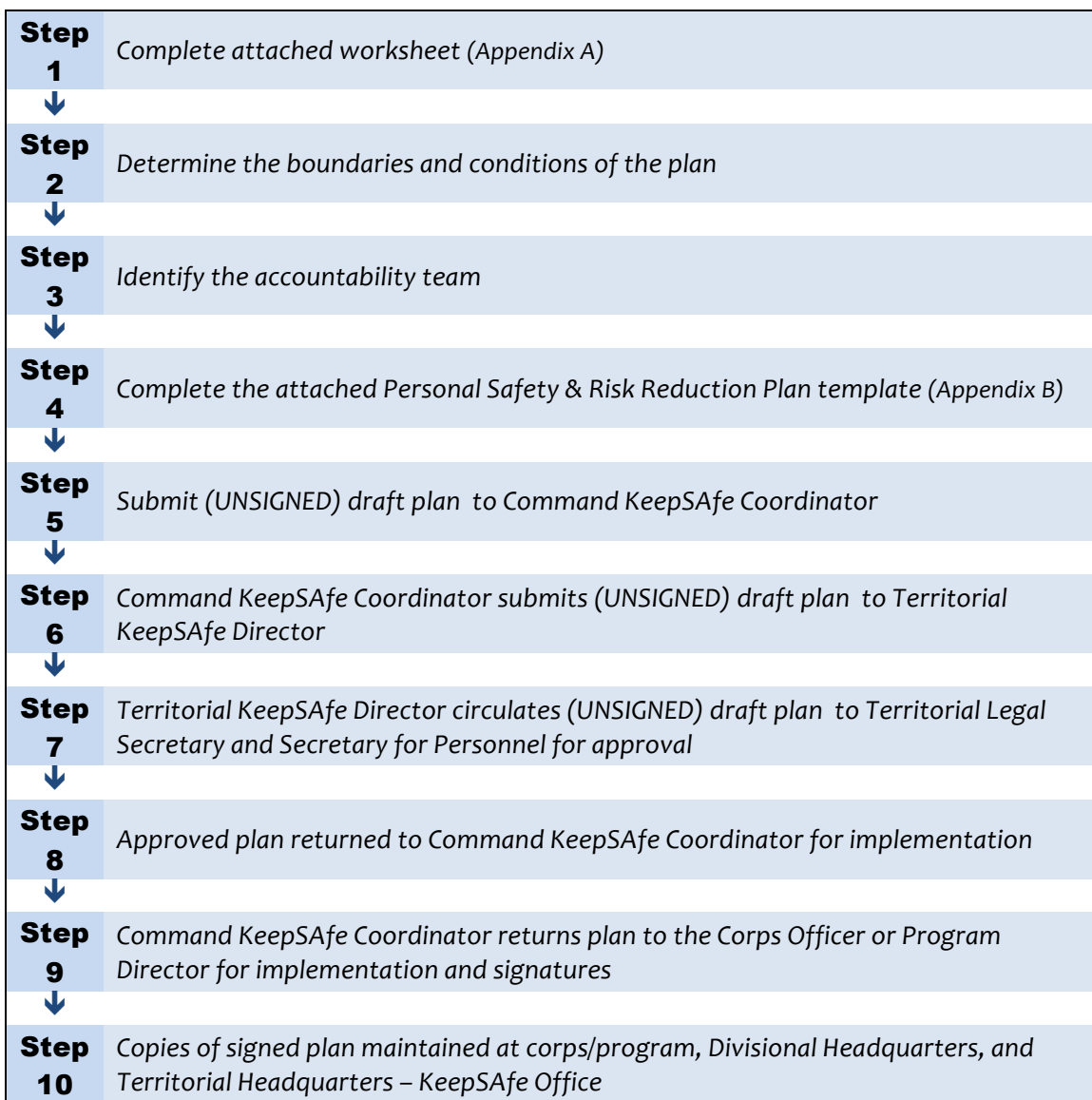


**PROCEDURES FOR PERSONAL SAFETY & RISK REDUCTION PLANS**

**1. Process Overview: Guidelines for Personal Safety & Risk Reduction Plans**

- 1.1 The safety and protection of others served by The Salvation Army is the priority;
- 1.2 Participation in Salvation Army programming shall be denied if safety cannot be ensured;
- 1.3 Participation of sex offenders in residential/shelter programs with children is prohibited;
- 1.4 When a Personal Safety & Risk Reduction Plan (PSRRP) is necessary, the following process must be followed:



## 2. Procedure Statement & Directive

One of the side effects of increased publicity of registered sexual offenders, abuse, and abuse allegations is an increased need to outline specific guidelines to control and monitor access, by an offender, in worship and other activities.

- 2.1 Upon learning of individuals, identified in Section 3.1, seeking to worship or participate in Salvation Army programming the following shall commence:
  1. The Corps Officer or Program Administrator shall confer with Command Headquarters;
  2. A determination that such participation can take place safely;
  3. Develop a PSRRP (Appendix A & B) to govern the individual's participation;
  4. Submit PSRRP for approval by:
    - Command Headquarters,
    - Territorial KeepSAfe Director,
    - Territorial Secretary for Personnel,
    - Territorial Legal Secretary;
  5. The individual agrees to comply with the plan and these guidelines.

## 3. Application

- 3.1 For the protection of all parties, interested individuals known to the Corps Officer or Program Administrator to have the following profiles will be subject to a PSRRP. Participation in any Salvation Army activities is not permitted until the individual agrees to a PSRRP previously approved at the Command and Territorial levels:
  - Registered sexual offenders.
  - Adults known to have engaged in unlawful conduct involving minors and vulnerable adults.
  - Minors known to have engaged in unlawful conduct involving peers and vulnerable adults.
  - Individuals with any other known history of abusive behavior.
  - Any individual whose name is included in the Territorial Registry (but only if that fact is known to the Corps Officer or other Salvation Army administrator locally).

## 4. Guidelines for Participation

- 4.1 Individuals known to have a history of unlawful conduct involving a minor or vulnerable adult must comply with a PSRRP. Participation is restricted until he or she agrees to comply with a written PSRRP that has been approved at the Command and Territorial levels and otherwise agrees to comply with any applicable state or local legal requirement.
- 4.2 Individuals known to have a history of unlawful conduct involving a minor or vulnerable adult **will not** participate in any event or setting as a perceived or as a "sanctioned" leader. They are never to be in a supervisory position of any minors or vulnerable adults.

- 4.3 An individual known to have a history of unlawful conduct involving a minor or vulnerable adult must comply with the following:
- a. Submit to an accountability process that includes the Corps Officer and at least two other appropriate, unrelated local officers;
  - b. The individual provides evidence that they are in compliance with all legal requirements according to their documented status;
  - c. Grant permission for necessary Salvation Army leadership to speak with their probation officer, if they have one and The Salvation Army deems it necessary;
  - d. Agree to a PSRRP that is established by the accountability team and approved by Command Headquarters and the Territorial KeepSafe Director and Secretary for Personnel. This plan must include, but is not limited to:
    - Reason for the Personal Safety & Risk Reduction Plan,
    - Details of Corps involvement,
    - Prohibition against the presence of any Corps minors or vulnerable adults at the person's residence,
    - Monitoring that will occur when the individual is present at the Corps or in attendance at Corps events off site,
    - The leaders involved on the accountability team,
    - Consequences for violating the Personal Safety & Risk Reduction Plan;
- 4.4 Copies of the PSRRP will be on record with Territorial KeepSafe Director at Territorial Headquarters, Command Headquarters, and at the Corps/program.
- 4.5 Quarterly evaluation/accountability meetings will be included in the PSRRP. Additionally, the PSRRP will be renewed annually or as necessary
- 4.6 A PSRRP may be required in circumstances where a minor has acted out sexually or has been physically abusive; this occurs in peer-to-peer abuse or abuse of a younger child. In this case, the following conditions apply:
- The guardian(s) must be willing to submit to the accountability process as outlined in items 3a-d.
  - The minor will not participate in Salvation Army programs without a legal guardian. Any exception must be incorporated into the PSRRP and monitored by appropriate personnel.
- 4.7 Revisions to PSRRPs must commence when the Corps Officer or other local administrator farewells. The Brief of Appointment shall reference any PSRRP and location of the confidential documents. The new officer/administrator must familiarize him/herself immediately with the PSRRP(s). If a member of the accountability team relocates away from the Corps or is otherwise unable to continue in this capacity, the individual's eligibility to participate will cease until a replacement is designated.

- 4.8 Consequences for failure, by the individual identified on the PSRRP, to comply with the terms of the PSRRP, will result in removal from Salvation Army programing. Compliance breaches must be reported to the Command KeepSAfe Coordinator and Territorial KeepSAfe Director. Reporting to appropriate authorities such as police, parole officers, and child protective agencies may be necessary.

## 5. Territorial Registry and Sexual Offenders

- 5.1 An individual's name entered into the Territorial Registry for any reason (admission of guilt, clear evidence or reasonable suspicion of sexual misconduct with a minor), will be required to follow the guidelines for a sexual offender even if he or she was not convicted. (Note: individuals are typically not screened through the Territorial Registry as a condition to participation in Salvation Army activities). The individual will be notified that he or she will not be able to participate in Corps and other Salvation Army activities except as may be allowed by these guidelines, which shall include the agreement of the individual to comply with a PSRRP that has been approved at the Command and Territorial levels.
- 5.2 **A word of caution:** It is important not to become so focused on “registered sexual offenders” that we neglect the greater need to practice the prudent protection of minors and vulnerable adults. It is the “unregistered” sexual offender that could be of greater concern.
- 5.3 PSRRPs will be developed in consultation with Territorial Headquarters & Command Headquarters using the checklist found in Appendix A.

## 6. Development and Personal Safety & Risk Reduction Plan Template

- 6.1 The PSRRP template (Appendix B) must be used to create the plan;
- 6.2 The process described in Section 1:4 of this document must be followed;
- 6.3 The conditions listed in Section 2 of the template serve as general rule for compliance for those individuals who are registered sexual offenders and should not be altered without proper Divisional., Territorial, and legal oversight;
- 6.4 The conditions listed in Section 2 of the template may be adjusted or removed based on the level of offence, nature of incident, change of offender status, or program-specific requirements;
- 6.5 For assistance or questions during the development process, please confer with your Command KeepSAfe Coordinator or the Territorial KeepSAfe Director.

**APPENDIX A:**

<b>CONFIDENTIAL</b>	<b>Personal Safety &amp; Risk Reduction Plan Worksheet</b>
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Please complete this worksheet prior to developing the Personal Safety & Risk Reduction Plan in Appendix B. This worksheet provides information to ensure inclusion of all issues to be addressed in the development of the Personal Safety & Risk Reduction Plan for known abusers/sexual offenders. This worksheet must accompany the completed safety plan when presented to Divisional and Territorial leadership.

<b>Section 1</b>	<b>Nature of Offense</b>
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**1.1 ABUSE OF A MINOR or VULNERABLE ADULT:**

Age of Minor: \_\_\_\_\_ or Age of Vulnerable Adult: \_\_\_\_\_

Circumstances:

**1.2 Criminal Conviction?**

Circumstances:

**1.3 On Sex Offender Registry?**

Circumstances:

**1.4 Non-Sexual Abuse?**

Circumstances:

<b>Section 2</b>	<b>Nature of Participation Sought</b>
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**2.1 Will minors or vulnerable adults also be participating in the program/activity?**

Details:

**2.2 Will activities involving minors or vulnerable adults take place in the same facility immediately before, during, or after the program/activity?**

Details:

**2.3 Can Activities with minors or vulnerable adults be completely segregated during the individual's participation? (Consider facility configuration and program type)**

Details:

<b>Section 3</b>	<b>Full-Time Supervision</b>
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**3.1 How are supervisors designated?**

Details:

**3.2 Would it be possible for the individual to access the facility without designated supervisor?**

Details:

**3.3 Who is responsible for enforcement of the supervision protocol?**

Details:

**3.4 How is the supervision protocol enforced?**

Details:

<b>Section 4</b>	<b>Administrative Practices &amp; Plan Monitoring</b>
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**4.1 Is there a process in place to monitor criminal history records/sexual abuse registry for changes in the status of the participant?**

Details:

**4.2 What is the action plan in the event of any additional charges against the individual?**

Details:

**4.3 What is the process in place to respond to inquiries from other participants concerning the individual's status as an abuser/sexual offender?**

Details:

**4.4 What is the action plan in the event of any additional charges against the individual?**

Details:

**4.5 What is the action plan in the event compliance is breached by the individual?**

Details:

<b>Section 5</b>	<b>Next Steps</b>
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Using the information in Steps 1-4, develop the PSRRP using the safety plan template. Once drafted, submit the proposed PSRRP and worksheet to your Command KeepSAfe Coordinator. As a reminder, the PSRRP must be approved at the command and territorial level before implementation – this will ensure inclusion of all details and legal review.