

The
CHILD PROTECTION POLICY

of the
**LUTHERAN CHURCH
OF THE GOOD SHEPHERD**

750 Greenfield Road
Lancaster, Pennsylvania 17601

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THE LUTHERAN CHURCH OF THE GOOD SHEPHERD**

Approved by the Congregation Council September 28, 2022

A. Mission Statement Regarding This Child Protection Policy (CPP)

At Baptism, parents and sponsors promise to help baptized children live in the covenant of Baptism and in communion with the Church. Parents and sponsors promise faithfully to bring children to the services of God's house; to teach them the Lord's Prayer, the Creed, and the Ten Commandments; to place in their hands the Holy Scriptures; and to provide for their instruction in the Christian faith. The purpose of this congregation's ministry with children and youth is to support parents in fulfilling these responsibilities and to invite into participation those children and youth who have not yet been baptized. This congregation assembles weekly around Word and Sacrament. This community of faith also provides additional opportunities for children and youth to learn about Christian faith, to develop an identity as part of the Christian community, and to serve others, following the example of our Lord Jesus.

This congregation's ministry with children and youth begins by striving to provide a safe environment and to provide caring and effective leaders. In an effort to promote this safe environment, the congregation binds itself to the Child Protection Policy described in this document.

To protect the safety of our children and youth, employees and volunteers will be screened for their acceptability for working with children and youth. They will be required to obtain background certifications in accordance with state law. They will be required to subscribe to our "Two Approved Adult Rule," and they will follow the guidelines set forth in this Child Protection Policy. Application forms to become an Approved Adult are located in the Appendix of this document.

The Child Protection Committee (CPC) is committed to implementing and following this Child Protection Policy.

B. Definitions of Child Abuse

1. All forms of child abuse are prohibited and are included under this policy.
2. Definitions of abuse from the Pennsylvania Child Protective Services Law (CPSL) [Title 23 PA.C.S. Chapter 63], as amended December 2013, effective December 31, 2014. **Intentionally, knowingly or recklessly doing any of the following:**
 - a. **Physical abuse:** causing bodily injury through any recent act or failure to act. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. Bodily injury is impairment of physical condition or substantial pain. The following are "per se" acts of child abuse (meaning the act itself, apart from the outcome, is considered child abuse).
 - 1) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - 2) Unreasonably restraining or confining a child, based on consideration of the

method, location or the duration of the restraint or confinement.

- 3) Forcefully shaking a child under one year of age.
- 4) Forcefully slapping or otherwise striking a child under one year of age.
- 5) Interfering with the breathing of a child.
- 6) Causing a child to be present at a location while a violation of 18 PA.C.S. §7508.2 (relating to operation of a methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.

b. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.

c. Mental abuse: Causing or substantially contributing to serious mental injury to a child through an act or failure to act or a series of such acts or failures to act. Serious mental injury is a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

- 1) Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
- 2) Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

d. Neglect: Causing serious physical neglect of a child. Serious physical neglect is any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

- 1) A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
- 2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

e. Causing the death of the child through any act or failure to act.

f. Trafficking: Engaging a child in a severe form of trafficking in persons or sex trafficking.

- 1) The term “severe forms of trafficking in persons” means:

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

2) The term “sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

g. Sexual abuse: Causing sexual abuse or exploitation of a child through any act or failure to act. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act. Sexual abuse or exploitation is any of the following:

1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:

- Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

2) This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

3) The following are per se acts of child abuse:

- Leaving a child unsupervised with an individual, other than the child’s parent, who the actor knows or reasonably should have known:

- i. Is required to register as a Tier II or Tier III sexual offender under 42 PA.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
 - ii. Has been determined to be a sexually violent predator under 42 PA.C.S. §9799.24 (relating to assessments) or any of its predecessors.
 - iii. Has been determined to be a sexually violent delinquent child as defined in 42 PA.C.S. §9799.12 (relating to definitions)
- Any of the following offenses committed against a child (Criminal code)
 - i. Rape, as defined in 18 PA.C.S. § 3121 (relating to rape).
 - ii. Statutory sexual assault, as defined in 18 PA.C.S. § 3122.1 (relating to statutory sexual assault).
 - iii. Involuntary deviate sexual intercourse, as defined in 18 PA.C.S. § 3123 (relating to involuntary deviate sexual intercourse).
 - iv. Sexual assault, as defined in 18 PA.C.S. § 3124.1 (relating to sexual assault).
 - v. Organizational sexual assault, as defined in 18 PA.C.S. § 3124.2 (relating to organizational sexual assault).
 - vi. Aggravated indecent assault, as defined in 18 PA.C.S. § 3125 (relating to aggravated indecent assault).
 - vii. Indecent assault, as defined in 18 PA.C.S. § 3126 (relating to indecent assault).
 - viii. Indecent exposure, as defined in 18 PA.C.S. § 3127 (relating to indecent exposure).
 - ix. Incest, as defined in 18 PA.C.S. § 4302 (relating to incest).
 - x. Prostitution, as defined in 18 PA.C.S. § 5902 (relating to prostitution and related offenses).
 - xi. Sexual abuse, as defined in 18 PA.C.S. § 6312 (relating to sexual abuse of children).

- xii. Unlawful contact with a minor, as defined in 18 PA.C.S. § 6318 (relating to unlawful contact with minor).
- xiii. Sexual exploitation, as defined in 18 PA.C.S. § 6320 (relating to sexual exploitation of children).

4) Any recent act or failure to act is defined as occurring within the last two years.

C. Child Protection Policy Definitions

1. **Adult** – An individual 18 years of age or older.
2. **Child or Youth** – Any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age.
3. **Direct Contact with Children** - The care, supervision, guidance or control of children or routine interaction with children.
4. **Routine Interaction** – The regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.
5. **Mandated Reporter** - The PA CPSL imposes a reporting mandate, or requirement, on any adult who comes into contact with children in the course of his or her work or professional practice, or an individual, paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child’s welfare or who has direct contact with children. In addition, mandated reporters include, but are not limited to, an adult holding a position listed below.
 - a. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State or by the Department of Health.
 - b. An independent contractor meeting the definition of mandated reporter
 - c. A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization
 - d. A complete listing of adults considered to be mandated reporters is located in CPSL Title 23 PA.C.S. Chapter 63. All adults who meet the definition of mandated reporter must complete an internal Approved Adult - Application to be considered for employment or a volunteer position.
6. **Certifications** – (formerly called clearances or background checks)

- a. Certifications are also required of individuals who do not meet the definition of mandated reporter but have direct or routine contact with children. Examples would include parent volunteers for a field trip or a custodian that services the building during hours and in locations that result in direct or routine contact with children. These individuals are not considered “Approved Adults” under this policy but do require the above certifications.
 - b. Independent Contractors working with children who meet the definition of a mandated reporter must have all required certifications. In addition, independent contractors who do not meet the mandated reporter definition but have direct or routine contact with children must have certifications. An example would be construction workers whose hours and work locations bring them into routine or direct contact with children during the construction period. These Independent contractors must provide Lutheran Church of the Good Shepherd with copies of the required certifications dated within the last 60 months.
7. **Administrative Pastor (AP)** – A pastor under “call” to the congregation designated to lead in this area. In the absence of a “called” pastor the Congregation Council shall appoint a pastor (associate, interim, etc.) to be the Administrative Pastor until a “called” pastor assumes their duties in the congregation.
8. **Called Pastor, Pastor under Call** – An individual duly elected, appointed, or under contract to serve as pastor of the congregation in accordance with the policies, procedures, and constitutions of the congregation, the synod, and the ELCA.
9. **Child Protection Committee (CPC)** – The panel of congregational leaders who are responsible for implementing and overseeing the Child Protection Policy. The panel’s composition and duties are outlined in Section D of this Policy.
10. **Child Protective Services Law (CPSL)** – The legislative enactment of the Pennsylvania General Assembly which is codified at 23 Pa.C.S.A. §6301, *et. seq.*
11. **CPC Chair** – The person who heads the Child Protection Committee.
12. **Person in Charge** – The person responsible for facilitating cooperation with authorities on a suspected child abuse investigation; and is also responsible for receiving notification from the mandated reporter that a suspected abuse report has been filed. For these specific purposes, the **Person in Charge** at our church is the Administrative Pastor.
13. **Volunteer** – Anyone who provides services for the church, who receives no compensation in the form of salary, wages, or benefits, and who routinely interacts with children to provide for their care, education, supervision, guidance, or control
14. **Youth Volunteer** – Anyone under 18 years of age who works under the supervision of

two Approved Adults and who routinely interacts with children to provide for their care, education, supervision, guidance, or control

15. Approved Adult – Anyone over 18 years of age who has satisfied all the requirements of the Child Protection Policy, the application procedure for Approved Adults, and the Pennsylvania Child Protection Services Law (which includes obtaining applicable background certifications and, where applicable, signing a disclosure statement). An Approved Adult can be a volunteer or an employee of the congregation. By virtue of their contact with children and youth, all Approved Adults are Mandated Reporters of suspected child abuse under Pennsylvania’s CPSL.

a. Approved Adults include, but are not limited to:

- 1) Sunday school teachers
- 2) Vacation Bible school teachers
- 3) Children’s leaders
- 4) Mentors
- 5) Children’s choir directors and musicians
- 6) Rostered leaders: Pastors, Associates in Ministry, Deacons and Deaconesses
- 7) Other adults who have satisfied all the requirements of Approved Adults, such as nursery volunteers

16. Youth Ministry Leader – Any employee or volunteer who is an Approved Adult who assists in a youth ministry program.

17. Non-Approved Adult – Any adult present and assisting in a church-sponsored child or youth program or activity who may not meet the criteria for Mandated Reporter described in Section E, below. Non-Approved Adults may still be Permissive Reporters of suspected child abuse as described in N1a.

D. The Child Protection Committee (CPC) Makeup and Responsibilities

1. The CPC shall consist of five members, including the Administrative Pastor and Congregation Council president. The Administrative Pastor and Congregation Council president will appoint members with the approval of the Congregation Council. The CPC chair shall be elected by the committee or appointed under the care of the Administrative Pastor and shall:

- a. Review and make recommendations to the congregation for revising congregation policy regarding the safety of our children.
- b. Provide training for all staff and volunteers working with the children regarding child abuse (physical and sexual) and congregation policy. Training should be presented prior to work with children.
- c. Accept all applications of church members desiring to become an Approved Adult. Maintain a confidential file of applications and associated documents (including Child Care Covenant, Personal Interview form, background certifications) in a locked filing cabinet.
- d. Delegate to the chair of the CPC and the Administrative Pastor the task of reviewing all applications.
- e. Obtain, review, and maintain a file of the background certifications required by CPSL and this policy. Ensure that all are valid within five years, checking periodically.
- f. Determine appropriate disciplinary action or disqualification in response to a violation or violations of the Child Protection Policy.
- g. Call meetings as often as needed, but not less than once each year.
- h. Upon a reasonable belief that an Approved Adult has been arrested or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity, or service, or reasonable belief that an Approved Adult has been named as a perpetrator in a founded or indicated report, or if an Approved Adult has provided notice as required under the child protective services law, then the committee shall immediately require the Approved Adult to submit current information as required under subsection 6344(b) of the CPSL.

E. Approved Adult Standards

1. To protect the children/youth in our care, the following standards are established for Approved Adults to work or volunteer with children/youth less than 18 years of age. These individuals are mandated reporters.
 - a. Complete an Approved Adult application form. The application will be reviewed and approved by the Administrative Pastor and/or the CPC Chair prior to proceeding with the certification process.
 - b. Complete the required certifications.
 - c. Complete the required disclosure statement.

- d. Sign the Appendix Form: SC 2 - Receipt and Acknowledgement form of the Child Protection Policy acknowledging you have read the policy, understand your responsibilities, and will comply with its terms.
- e. Attend an initial training that includes prevention, identification, and response to all forms of abuse and neglect, compliance with all mandated reporting laws, issues of power, and healthy boundaries. Periodic refresher trainings will be required.
- f. At any time after being accepted as an Approved Adult, if Approved Adult is arrested or convicted of an offense that would constitute grounds for denial of employment or volunteer work with children/youth, or named as a perpetrator in a founded or indicated report of abuse (See Appendix Form: SC 2 – Review of Legal Disqualifications for Application in PA), the accused must notify the Administrative Pastor. Such notification is required within 72 hours under PA law.

F. Required Legal Certifications in Pennsylvania

- 1. All adult workers “applying for or holding a paid or unpaid position with a child-care service, a school or a program, activity or service as a person responsible for the child’s welfare or having direct contact with children,” will be required by the Child Protective Services Law (CPSL) to obtain certifications (previously called background checks or clearances). This includes all Approved Adults and those having direct contact with children as defined in the CPSL. An employer, administrator, supervisor or persons making decisions about selection of volunteers is legally required to obtain these certifications and is subject to prosecution for deliberately failing to do so.
- 2. Minors between the ages of 14 – 17 applying for a paid position are also required to obtain certifications, with slightly different requirements than adults. *(See Policy Section - Minor Employees under Special Circumstances).*
- 3. In compliance with this law, the Lutheran Church of the Good Shepherd requires volunteers and employees who are Approved Adults and those having direct contact or routine interaction with children as defined under PA law to sign the Disclosure Statements below to swear or affirm in writing they are not disqualified from employment or service related to working with children {pursuant to§6344(C)} (Appendix Form: SC - 2 - Review of Legal Disqualifications for Application in PA), or “has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction.
- 4. Volunteers:
 - a. Volunteers must sign a Disclosure Statement and submit all required certifications and internal documents prior to working with children/youth. In lieu of obtaining new certifications, volunteers may submit copies of current certifications obtained through employment or another volunteer service. The Lutheran Church of the

Good Shepherd is required to maintain copies in our files.

- b. Volunteers are permitted to transfer current certifications from prior employment or other volunteer service; however, they are only permitted to obtain PA State Police Criminal Record Check and Child Abuse Certifications for free one time during a 60-month period.
 - c. The following forms are required and located in the Appendix:
 - 1) SC 2 - Disclosure Statement for Volunteers (also known as “swear or affirm” statement)
 - 2) SC 2 - Request for PA State Police Criminal Record Check (SP4-164A) -VOLUNTEERS
 - 3) SC 2 - Child Abuse History Certification (CY-113)
 - 4) SC 2 - Child Abuse History Consent and Release Authorization (CY 999)
 - d. FBI Fingerprint Record Checks: Volunteers who have not been a resident of PA during the entirety of the previous 10-year period are also required to get the FBI fingerprint records check if they haven’t previously done so for another volunteer service.
5. Employees:
- a. Current certifications obtained from other employment, but not from volunteer service, may be transferred by providing the Lutheran Church of the Good Shepherd with copies and signing a new Disclosure Statement prior to working. Acceptance of such copies is at our discretion, and new certifications may be required.
 - b. Employers may employ applicants who do not have current certifications for positions where they will have contact with children, or supervise those who do, on a provisional basis for a single period of no more than 90 days, if ALL of the conditions are met for a Provisional Employee. *(See Provisional Employee paragraph in Special Circumstances section)*
 - c. The following forms are required and located in the Appendix:
 - 1) SC 2 - Disclosure Statement for Employees (also known as “swear or affirm” statement)
 - 2) SC 2 - Request for PA State Police Criminal Record Check (SP4-164)-EMPLOYEES

3) SC 2 - Child Abuse History Certification (CY-113)

4) SC 2 - Child Abuse History Consent and Release Authorization (CY 999)

d. FBI Fingerprint Checks: Employees must obtain the fingerprint record regardless of duration of residence in PA.

6. Obtaining Disclosure Statements/Certifications

a. Disclosure Statements are required to be completed and signed by the employee or volunteer and retained in our file. Request for PA State Police Criminal Record Check and Child Abuse History certifications may be made electronically or by completing and submitting paper forms. (See Appendix form – SC2 - Certifications – General information). The required codes are included in this document.

b. The Department of Human Services provides detailed information that includes current costs, forms, and electronic portals for applications at the **KeepKidsSafe.pa.gov** website.

c. Application for FBI Fingerprint Record Check may only be made electronically.

d. Record Check information is obtained via IDEMIA (aka Identogo). Register and locate a nearby fingerprint processing center at <https://www.identogo.com>.

e. Application is through the Department of Human Services. (Employees and volunteers working with public or private schools use the Department of Education portal and may be subject to requirements beyond this policy).

7. Certification Renewal

a. **Employee certifications**, including FBI fingerprint checks, must be renewed every 60 months or as otherwise required by state law, and after a break in service of more than one year. They must be dated within the last 60 months to be considered current. New Disclosure Statements should be signed and kept with the employee record. Renewal date is from the oldest current certification.

b. **Volunteer certifications** for PA Criminal Record Check, and Child Abuse History Certification, must be renewed every 60 months, or as otherwise required by state law, and after a break in service of more than one year. FBI fingerprint checks are not required to be renewed for volunteers, unless they have resided outside of the state of PA during the period. They must be dated within the last 60 months to be considered current. New Disclosure statements should be signed and kept with the volunteer record. Renewal date is from the oldest current certification.

8. Certification (Clearance) Results: if application for certification is filed directly by the applicant, the applicant shall provide the Administrative Pastor or CPC chair with access to the electronic record of results, or a printed certification.
9. Forms listed below are located in the Appendix and used after certification results are received. These should be retained with certification and disclosure statement records.
 - a. SC 2 - Review of Application and Certifications
 - b. SC 2 - Review of Legal Disqualifications for Application in PA
 - c. SC 2 - Receipt/Acknowledgement form
10. A volunteer or employee with results reflecting any of the specific Legal Disqualifications is prohibited from working or serving with children under PA law. In addition, Lutheran Church of the Good Shepherd may establish additional standards as part of our hiring or selection process for employees or volunteers.

G. Special Circumstances

1. **Minor Employees:** An individual between 14 and 17 years of age who applies for or holds a paid position as an employee who is a person responsible for the child's welfare or a person with direct contact with children through a program, activity or service is required to submit the 2 state certifications and may forgo the FBI record check if:
 - a. The individual has been a resident of Pennsylvania for the last 10 years or has already received FBI fingerprint certification, and;
 - b. The individual and the individual's parent or legal guardian swear or affirm in writing that the individual is not disqualified from service based on a founded report of abuse, or conviction of a disqualifying criminal offense by signing and completing the appendix form SC 2 - Disclosure Statement for Employees.
2. **Prospective/Provisional Employees:** Employers may employ applicants who do not have current certifications for positions where they will have contact with children, or supervise those who do, on a provisional basis for a single period of no more than 90 days, if items a through d of the following conditions are met:
 - a. Applicant has applied for all required certifications and employer has a copy/documentation of completed request
 - b. Employer has no knowledge of anything that would disqualify the applicant {§6344(C)}
 - c. Applicant completed and signed the SC 2 - Disclosure Statement for Employees to

swear or affirm in writing they are not disqualified from employment related to working with children {pursuant to§6344(C)}, or “has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction.

- d. The employer requires that the applicant not be permitted to work alone with children, and that applicant work in the immediate vicinity of a permanent employee.
- e. If the information obtained via the required certifications reveals that the applicant is disqualified from employment, the applicant shall be immediately dismissed from working with/having direct contact with children.

3. Non-Resident Volunteer

- a. In cases where one or more volunteers, coming from outside the state on a short-term basis that does not exceed 30 days in a calendar year, will be serving with children/youth or are to work on a specific project working with children/youth, these volunteers will not be required to become Approved Adults or get new certifications as long as they are “in compliance with the certification standards under the law of the jurisdiction where the volunteer is domiciled.”
- b. Under PA law, the short-term volunteer must provide documentation of certification from employment or other service in the state where they live which would allow work with children/youth in that state.
- c. For internal purposes, the Non-Resident Volunteer Form should be completed, and that form, along with the certification documents provided, will be sufficient to allow the volunteer to work with children/youth in Lutheran Church of the Good Shepherd for that short time. (See Appendix: SC 2 - Non-Resident Volunteer Form)

4. Exchange Visitor

- a. An individual in possession of a nonimmigrant visa (a J-1 visa), defined as an “Exchange Visitor,” is not required to submit certifications if:
 - 1) The individual is applying for or holds a paid position with a program, activity or service for a period not to exceed 90 days in a calendar year.
 - 2) The individual has not been employed previously in the Commonwealth or another state, the District of Columbia or the Commonwealth of Puerto Rico.
 - 3) The individual swears or affirms that the individual has not been disqualified from service based on a founded report of abuse, or committed an offense

similar in nature to any of the crimes listed as disqualifying under current or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation. (See SC 2 - PA Disclosure Statement for Employees)

H. Records

1. Applications and related forms for employees and volunteers will be locked in a confidential file under the jurisdiction of the Administrative Pastor. Certifications are confidential and will only be made available to the Pastors and to the chair of the Child Protection Committee.
2. The Administrative Pastor and/or the chair of the Child Protection Committee will:
 - a. Maintain a master list of all employees and volunteers who require certifications. Include a notation of which employees or volunteers are also Approved Adults, and the date of their most recent training.
 - b. Note on the list the date of each certification, and schedule renewal date within 60 months from the oldest date of their current certification.
 - c. Retain copies of all certifications in confidential locked files; or if certifications are obtained electronically ensure digital records are strongly password protected with limited access.
3. Record Retention and Management
 - a. Because any records pertaining to children and youth, and employees/volunteers who work with them, may become the subject of legal proceedings at some future date, no such records should be part of any automatic records destruction plan by the organization. This includes child and youth registration and permission forms, as well as employee and volunteer certifications.
 - b. Records may be digitized and stored electronically, in an appropriately secure, password-protected manner. While the CPSL does not specify a retention period, such records should only be destroyed with the written approval of the Child Protection Committee and with consideration of the state statute of limitations related to sexual abuse of minors.
 - c. As of December 31, 2018, the PA statute for filing criminal charges for certain types of sexual abuse of a minor extends to 50 years past the victim's 18th birthday; civil complaints may be filed up to 12 years after the victim's 18th birthday.

I. Procedures for Education and Training

1. Lutheran Church of the Good Shepherd will periodically offer education sessions for staff and volunteers on issues related to protection of children and youth. Parents and others may also be invited to attend on occasion.
2. After the initial training, refresher trainings will be offered to ensure an individual's knowledge is current and accurate.
3. Lutheran Church of the Good Shepherd will maintain a record of who has received training and the dates.

J. Approved Adult and Safe Environment Standards

1. The following standards are intended to protect children and youth from abuse and other inappropriate behavior, as well as protect the adults who care for them from false allegations. These include best practices for prevention and fostering a positive, nurturing environment in our church.
 - a. **Approved Adult Standards**
 - 1) **Child Abuse Prohibited:** Those who accept the special responsibility of working with the church's children/youth shall not violate that responsibility by intentionally, knowingly or recklessly causing physical injury; mental injury; sexual abuse or serious physical neglect of children/youth; induce or fabricate medical symptoms or any other act described as child abuse in this policy or the laws of our state.
 - 2) **Sexual Abuse Prohibited:** Those who accept the special responsibility of working with the church's children/youth shall not violate that responsibility by having any interaction with a child/youth where the child/youth is being used for sexual stimulation of the adult or a third person regardless of whether or not the behavior involves touching, or by any other act described as sexual abuse in this policy or the laws of our state.
 - 3) **Physical Discipline/Restraint:** In addition to abuse as defined under the law, any form of physical discipline, including striking, slapping, or shaking is prohibited. Any physical restraint other than to prevent imminent harm to the child or another individual, is prohibited. Any use of physical force to keep a child from such imminent harm should be a last resort, and be gentle, firm, and include speaking in a reassuring and calm voice. The child should be released as soon as the aggressive behavior ceases.
 - 4) **Two Approved Adults Rule:** Two unrelated Approved Adults should be

present during any church sponsored children/youth activity. In some instances where unforeseen circumstances result in two Approved Adults not being present (for example, an unexpected absence of an employee or volunteer), a designated Approved Adult will circulate outside the classroom or activity area, which must be made visually accessible. The circulating adult will periodically step into the area at random times. In a mixed group, whenever possible, a male and a female Approved Adult should be present. Volunteer helpers (youth under age 18 caring for children up to age 12) may work under “line of sight” supervision of Approved Adults and may never be alone with children without such supervision

5) **Appropriate/Inappropriate Expressions of Affection:** True expressions of affection toward children can be a manifestation of Christ’s love for all of us. A kind word of encouragement to a child or a pat on the back can be a small but significant act for both the adult and the child. That being said, adults must use caution and common sense when physically expressing affection toward children.

- Ask a child if it is OK before you touch them to show affection. This models important lessons about consent.
- Always respect a child’s refusal of touch. This models important lessons about respect for body boundaries.
- Encourage children who ask to be held on your lap to sit beside you instead.
- Holding a child on your shoulders, horseplay involving physical touch, or tickling is not appropriate. Even when no harm is intended, it can be misconstrued by the child or an observer.
- Avoid full body hugs with school age children; an occasional hug may be appropriate with a very young child in some circumstances but can be inappropriate if the child is not receptive.
- A touch on a body area that would be covered by a bathing suit, a kiss on the mouth or neck, a sexually suggestive joke or comment, patting the buttocks, and showing or viewing pornography are examples of inappropriate and harmful behaviors.

b. **Safe Environment Standards**

- 1) **Sign In/Sign Out Procedures:** It is important that our church has a record of the children and youth in our program(s) when under our supervision. Children and youth should be logged in or out when entering/leaving the facility for a program or activity.
 - The log or sign-in sheet should include the child's name, date, times, and activity.
 - In cases where a predetermined group of children are dropped off by another church or other organization and names of children expected are known, the group may be logged in as a whole with absences of a particular child noted.
 - The adult in charge of the activity will be responsible for facilitating the sign-in. Completed sign-in sheets will be placed in the designated mailbox after each session and will be maintained for a period of no less than six months by the Administrative Pastor.
- 2) **Staff and Volunteer Identification:** Approved Adults will wear date-sensitive identification while interacting with children in a supervisory role.. Identification tags will be supplied by the CPC and renewed yearly.
- 3) **Visibility:** All activities/meetings with children/youth must be conducted in a way that allows visibility, e.g., glass areas of doors should not be obstructed, curtains/blinds should be open, when possible, doors should be open, or a window should allow easy observation of the room. Where possible, conduct activities in a public place, with another person within sight and sound of the activities.
- 4) **Bathroom:** In general, children/youth should be encouraged to use the bathroom before and after classes or other activities.
 - If you need to take a child to the bathroom, be aware of your visibility and the child's privacy, e.g., adult stands holding public bathroom door open while child enters the toilet stall alone.
 - For added protection, consider installing cameras at the entrance of bathroom facilities, and having a sign-out sheet for bathroom use in classrooms.
- 5) **Child-on-Child Sexual Abuse Risk Reduction:** Approximately 50% of child sexual abuse is perpetrated by another child of either gender.
 - Do not send two or more children/youth to a non-private bathroom, shower, or a locker room unaccompanied.

- An Approved Adult should go with them, and stand by the public door as described above
- 6) **Empty Room Policy:** After an activity or event, check rooms to ensure that all participants have vacated the room.
 - 7) **Unused spaces:** Spaces not in use should not be readily accessible.
 - 8) **Visitor/Guest Identification:** Visitors/guests coming and going in the building must be identified to maintain safety.
 - During business hours, visitors will be granted entrance to the locked building by a designated individual.
 - All visitors, including key holders, must identify themselves to the office when both entering and exiting the building.
 - 9) **Computers, electronic devices, and internet:** Children and youth will have adequate supervision when using electronic devices belonging to the church.
 - Devices should have adequate password protection. Each Approved Adult should have their own account and password.
 - Use of email and internet is a privilege and must be in keeping with the mission of LCGS.
 - Inappropriate, unauthorized and illegal use will result in appropriate disciplinary action.
 - LCGS reserves the right to log, monitor, and review email or internet use.
 - Each user, by the use thereof, agrees and consents to such logging, monitoring, and reviewing and acknowledges that the user has no right or expectation of confidentiality or privacy with respect to email or internet use.
 - 10) **Bullying (including cyber bullying) by anyone is prohibited.** Bullying is typically used by individuals or groups with greater power or social status to control or harm others, and includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This behavior is harmful both to the victim(s) and the aggressor(s).
 - 11) **Weapons:** Children and youth will not bring weapons of any kind to Lutheran

Church of the Good Shepherd or to any event or program we sponsor.

- 12) **Alcoholic Beverages:** Any alcohol will be stored in a locked or restricted area that is not accessible to children and youth.

K. Nursery

1. The nursery of Lutheran Church of the Good Shepherd is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:
 - a. Parents will complete a **basic information & release form** when the child first enters care and will also receive a copy of the **Nursery Guidelines for Parents**.
 - b. Parents should sign children in and out in a logbook or sign-in sheet each time children are delivered to care, and children will only be released to those listed on the **Registration** form.
 - c. Parents should label all bottles, juices, blankets, toys and any other personal belongings. Pacifiers should be attached to the child. Only dry food snacks are allowed in the nursery. Snacks containing nuts are never allowed due to allergies. Small snack items that can be choked on, such as grapes, are not permitted.
2. Discipline Plan: Limit setting is directed toward maximizing the growth and development of the children and is for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate discipline. Volunteers will verbalize to the child when they are behaving in an inappropriate manner. Volunteers will redirect a child who appears to be “headed for trouble.” If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardians will be asked to come to the nursery. Nursery volunteers **WILL NOT**:
 - a. Use corporal punishment, including spanking
 - b. Subject children to cruel or severe punishment, humiliation or verbal abuse
 - c. Deny any child food as a form of punishment
 - d. Punish any child for soiling, wetting, or not using the toilet.
3. Diapering: Two Approved Adults must be present when clothes or diapers are being changed. A parent can also be recruited to change clothes or a diaper.
 - a. If a child needs to proceed to the bathroom, an approved volunteer shall accompany

- them. Stay outside the door and let the child use the toilet.
- b. If help is needed with wiping or dressing, help the child while keeping the door to the bathroom open. Encourage the child to wipe themselves.
 - c. Let the parent know that the child used the toilet and whether or not assistance was needed.
 - d. Help the child wash their hands thoroughly with soap and running water. Wash your own hands.
 - e. If a problem arises when a child needs to use the toilet, a parent will be contacted.
4. Children must be picked up immediately following the church service or church activities and checked out in the sign-in/sign-out sheet by a parent or a person designated on the emergency contact form.
 5. At least one parent/guardian shall remain in the church while the child is in the nursery/preschool after worship or other official church activities have ended.
 6. Should an incident occur that results in physical injury, parent(s) will be notified, and an incident report will be completed.

L. Registration, Permission Slips, Overnight Activities, Transportation

1. It is the responsibility of the Administrative Pastor or Youth Ministry Leaders to obtain registrations and permissions slips. It is important to retain the records in a manner accessible to the Approved Adult in charge of the program or activity in which the child participates.
2. **Registration Forms:** Children must register and have a parent/guardian's permission to participate in a regularly scheduled program or activity.
 - a. Parents/guardians should complete and return a Child Registration form, which includes pertinent registration information such as permission for offsite activities, and persons authorized to pick up the child after a program or activity other than the parent/guardian.
 - b. A Medical Release form should also be completed with emergency phone numbers and a medical release for emergency treatment.
 - c. These forms will be updated every program year and filed in the church's office (See Appendix forms: SC 2 - Child Registration Form AND SC 2 - Medical Information Form).

- d. Both forms should be taken or made accessible to leaders for every offsite activity, or overnight event that the child attends.

3. Permissions for Special events / Offsite / Overnight Activities

- a. Separate permission must be obtained to participate in a special event not part of regular programming, an offsite activity or an overnight activity. (See Appendix form: SC 2 - Parent/Guardian Permission for Special Event/Activity form). The permission must be written, signed by a parent or guardian, and must identify the activity in which the child/youth will be participating.
- b. The Administrative Pastor may waive the requirement for permission slips where a permission slip serves no useful purpose (for example when a child/youth is accompanied by their parent or guardian to the activity).
- c. Children/youth participating in an overnight activity or offsite activity in which they are not accompanied by a parent or guardian must have a SC 2 - Child Registration Form and SC 2 - Medical Information Form on file before they will be allowed to participate.
- d. Each time an offsite activity or overnight event occurs, a designated Approved Adult leader shall be given a copy of, or electronic access, to both forms in case of emergency.
- e. Overnight activities involving children/youth shall be chaperoned by at least two Approved Adults. If the minimum level of supervision cannot be achieved, the activity must be rescheduled or cancelled.
- f. In the event of an activity on site or offsite where children/youth need to shower, individual showering facilities must be available.

4. Transportation of Children/Youth:

- a. When children/youth are transported for activities away from the church, they shall be transported in groups with at least one Approved Adult in each vehicle.
- b. Drivers must be at least 18 years old, have a copy of their driver's license, and proof of insurance on file in the church's office.
 - 1) Anyone who has had their license revoked or suspended or been convicted of driving under the influence (DUI) within the past five years will be ineligible to drive for children/youth activities.

- 2) If using a personal vehicle, proof of current registration and state inspection is also required. (This excludes transportation by a parent or guardian solely of their own children). (See appendix form: SC 2 - Employee-Volunteer Driver Form)

M. Recommended Practices and Guidelines for Technology-based Communication with Children and Youth

1. Consideration should be used in the time of day a child/youth is contacted through social media. Under normal circumstances, refrain from contact or exchanging texts, chats, or emails before 8:00am or after 10:00pm, unless it's an emergency. Texting emotional or social conversations should be avoided.
2. Privacy settings and personal boundaries should be implemented.
 - a. Create and use profiles on social networking sites that meet professional and church standards. Be mindful of the example you model when you make public posts on your personal platforms that are accessible by the children and youth in your charge.
 - b. Do not submit connection requests (such as friend requests on Facebook or "Add Me" on Snapchat) to children/youth for personal interactions.
 - c. Do not engage with young people on applications that encourage immediate message responses or back-and-forth photo sharing.
 - d. Apply privacy settings that are consistent with all children and youth across all social networking sites and platforms. Avoid playing favorites or the appearance of playing favorites.
 - e. Establish a regular ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and church standards.
 - f. Inform parents of children and youth of social networking sites and platforms used within the church.
 - g. When possible, create "groups" for the church that are for public interaction between individuals within the group. When possible, send communication to entire groups, on an individual's "wall", or in public areas rather than in private messages. This includes photos, images, and videos.
 - h. When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or

guardians as well. Examples of these types of emails include payment due information, specific medical requests or questions etc. Parents or guardians do not need to be copied on mass emails that are sent to the entire group.

- i. Without the ability to interpret inflection, tone, and context, a neutral text can be misinterpreted by the reader. For these reasons, a youth or children's ministry pastor/director or worker should never initiate a one-on-one text message with a minor, whether through a virtual meeting platform or a mobile device.

3. Best Practices regarding "groups" on social networking sites:

- a. Have at least two unrelated adult administrators as well as at least two youth administrators for groups that are designed for youth.
- b. Use closed groups, but not "hidden" or "secret" groups for youth.
- c. Have only youth administrators invite other youth to join the online group, unless a youth previously asked an adult administrator to invite them to join.
- d. Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral guidelines.
- e. Open social networking groups for youth to parents of current members.
- f. Remove adult leaders of youth groups and youth who are no longer members, due to departure, removal from position, or are ineligible because they aged-out of the program from social networking sites.
- g. Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.

4. Best Practices for Video Chat Sessions (such as Zoom, Google Chat, etc.)

- a. Follow all guidelines in this policy as mandated for in-person gatherings.
- b. At least two approved adults must join each meeting.
- c. Clothing should be reflective of someone presenting the gospel to minors.
- d. Backgrounds should be neutral. Keeping your back to the wall will decrease the chance of anything or anyone inappropriate appearing on the screen.

- e. No personal information of minors will be collected.
- f. Sessions must not be recorded.
- g. Parents should be notified of each session. Other church leaders could also be invited.
- h. Any conversation that you would not say publicly must be avoided.

N. Reporting Suspected Child Abuse

1. Mandated Reporting in PA

- a. Anyone may report suspected child abuse. However, the PA Child Protective Services Law (CPSL) imposes a reporting mandate, or requirement, on any adult who comes into contact with children in the course of his or her work or professional practice, or an individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child's welfare or has direct contact with children." These adults are known as "mandated reporters."
- b. Staff or volunteers whose job or service responsibilities do not include care or direct contact with children as defined by the CPSL (such as most administrative or custodial staff, kitchen workers) are not considered mandated reporters unless they supervise those who are. Certifications are still required for these roles.

2. The CPSL stipulates that a report is required when:

- a. The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;
- b. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, or other entity that is directly responsible for the care, supervision, guidance or training of the child; and,
- c. The mandated reporter has reasonable cause to believe that a child under the care, supervision, guidance or training of the organization you are affiliated with or the reporter, has been abused.
 - 1) The mandate to report applies to all suspected child abuse, not just abuse that has been perpetrated by someone within the church. Possible abusers could include, for example, parents, relatives, older siblings, neighbors, coaches,

teachers, family friends and other children.

- 2) A mandated reporter need not be able to determine who is responsible for the abuse, i.e., identify the alleged offender.
 - 3) A mandated reporter need not make a first-hand observation of the suspected child abuse victim.
- d. The following two items require a report, regardless of whether the child is under the care of the reporter, or the organization:
- 1) A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
 - 2) An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.
- e. **The CPSL specifically grants legal immunity to any individual who, in good faith, makes a report of suspected child abuse.**
- f. **Failure to report suspected abuse by a mandated reporter can result in charges and fines.** A mandated reporter may also be charged as a “perpetrator” in some cases for failure to protect a child.

O. Steps and Sequence for Reporting Known Abuse

1. The mandated reporter must “immediately” report to ChildLine. (legal requirement)
2. The reporter must then “immediately thereafter” inform the Administrative Pastor or CPC Chair a report has been made. (legal requirement)
3. The reporter must complete and file a written CY-47 report with local CPS within 48 hours after making an oral report to ChildLine. An electronic report does not require a written CY-47. (legal requirement)
4. The reporter must complete an internal Child Abuse Incident Report and give it to the Administrative Pastor or CPC Chair. (policy requirement)
5. The reporter must provide a copy of the CY-47 report to the Administrative Pastor or CPC Chair along with documentation of when it was filed. (policy requirement)
6. The Department of Human Services (DHS) should inform the reporter of the results of the investigation no later than 3 days after it is concluded, which is generally within 30-60 days.

7. The reporter will then inform the Administrative Pastor or CPC Chair of the results. (policy requirement) The Administrative Pastor will note on the internal Child Abuse Incident Report the date the results were provided by the reporter and file any related documentation. (policy requirement)

P. Reporting and Documentation for Suspected Abuse

1. The mandated reporter must “immediately” report to ChildLine. This is a legal requirement. An employee or an Approved Adult who has reasonable cause to suspect that a child/youth has been abused by anyone (including but not limited to the child/youth’s family, guardians, an Approved Adult or volunteer) **or who receives a specific disclosure as previously described in this policy shall make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313, the Pennsylvania ChildLine and Abuse Registry as required by law.** The legal reporting obligation is met by contacting ChildLine, either electronically or by telephone. However, there is “no wrong door” for reporting, and mandated reporters that make reports directly to local Child Protective Services or the police will not be in technical violation of the law.
2. The legal obligation of the mandated reporter is to “REPORT IMMEDIATELY” to ChildLine and immediately THEREAFTER notify the Administrative Pastor or CPC Chair. The mandated reporter must provide their name, telephone number and email address when making the report to ChildLine.
3. The reporter shall then document the suspected abuse by completing a SC4 – Suspected Child Abuse Incident Report- Internal. The reporter then gives this to the Administrative Pastor or CPC Chair. The Administrative Pastor or CPC Chair will then have the responsibility for facilitating the cooperation of the church with the investigation of the ChildLine report. If neither the victim nor the alleged offender is connected with the church, the mandated reporter does not need to notify the Administrative Pastor or complete this internal report.
4. Neither the mandated reporter nor the church is responsible for investigating or determining whether or not abuse has occurred prior to making a report. The standard under the law for reporting is that “a reasonable person has cause to believe the child has been abused.” It may be necessary to ask the child or person alleging the abuse for some clarification solely in order to determine if there is reason to believe abuse may have occurred.
5. Detailed interviews and extensive questioning with the child and/or the alleged abuser should be conducted by legal authorities, not the mandated reporter or the church. If a child is injured or in pain, call 911 for an ambulance. If anyone is in immediate physical danger, call 911 for police assistance.

6. Following the required oral or electronic notification to ChildLine, the Children and Youth agency in your county may also be contacted by the Administrative Pastor, CPC Chair, or the mandated reporter, as this follow-up call puts the reporter directly in touch with the persons who are familiar with the community and will be taking action on the report made to ChildLine. This may also facilitate a faster response.
7. Within 48 hours of the oral report to ChildLine, the mandated reporter who made the original report must complete a written or electronic report of the suspected abuse on Appendix Form: SC4 Report of Suspected Child Abuse form – CY-47 and send it to your County. **This is a legally required report.** This information is based on the mandated report and the SC4 Suspected Child Abuse Incident Report- Internal. **(If the original report was electronic, the CY-47 follow up report is not needed.)**
8. The report should be sent to:
Lancaster County Children and Youth Social Services
150 N. Queen St.
Lancaster, PA 17603
(717) 299-7925
9. The mandated reporter shall notify the Administrative Pastor or CPC Chair of the date the written report on Form CY-47 was sent and provide a copy for Lutheran Church of the Good Shepherd's records. The Administrative Pastor or CPC Chair may also report reasonable suspicions directly to ChildLine; however, such a report does not relieve the obligation of the original reporter to inform the Administrative Pastor or CPC Chair and complete a SC4- Suspected Child Abuse Incident Report-Internal. There is no requirement that multiple reports of the same alleged incident(s) of abuse be filed with Childline by the multiple people within the church.
10. All allegations of child/youth abuse or serious physical neglect will be taken seriously by the Administrative Pastor or CPC Chair of Lutheran Church of the Good Shepherd. These allegations will be treated in strict confidence. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports. Documentation should be kept in a secure file in Lutheran Church of the Good Shepherd's office.
11. All communications regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child/youth victim and the person suspected of child abuse, while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed. **The name of the mandated reporter and anyone who cooperates in an investigation should also remain confidential. Release of the name of the mandated reporter or anyone who cooperates in an investigation is prohibited by law.**

Q. Follow-Up, Investigation, Documentation

1. Following the call to ChildLine, the Administrative Pastor or CPC Chair may inform the parent (provided that **neither** of the custodial parents is suspected of abuse) that a report has been filed; however, this is dependent on the circumstances. The name of the person who made the report may not be disclosed and is prohibited by law. **If the alleged abuser is a custodial parent, sibling, close relative, resides in the same household as the child; or there is concern that informing the parent may subject the child to further harm or discourage cooperation with the investigation, the parent should not be informed and their first contact about the report should come from either Children & Youth Services or the police, not the church.**
2. The church should not enter into discussion with the alleged abuser after a report has been filed and during the course of the legal investigation about the details of the complaint.
3. If the alleged abuser is on staff or a volunteer, they will be removed immediately from any position in which he or she has supervisory authority over or contact with children pending the completion of the investigation. If employed by Lutheran Church of the Good Shepherd, the alleged abuser may be placed on paid leave for a designated period of time during the investigation.
4. The insurance company should be contacted after the report is filed as a matter of routine practice if the alleged abuse involves a staff person, if the abuse occurred on the church's property, or if the abuse involved a volunteer.
5. The Department of Human Services has three (3) days, from the date it receives the "results" of the CPS investigation based on the report to inform the mandated reporter (NOT the church) as to:
 - a. The final status of the child abuse report, in other words, whether it is indicated, founded or unfounded and
 - b. Any services provided, arranged for or to be provided by the county agency to protect the child.
6. **The mandated reporter will share the above with the Administrative Pastor or CPC Chair as soon as practicable after receiving results from DHS. Investigations are to be concluded by CPS in 30 or 60 days. The Administrative Pastor or CPC Chair will indicate in the space provided on the SC4 Suspected Child Abuse Incident Report-Internal the date that the mandated reporter provided the information (if applicable) and file any documentation with the report.**
7. If an incident is reported that does not rise to the level of making a mandated report, the Administrative Pastor, CPC Chair or designee will inform the child's parent(s) or guardian(s) of the concern and document the meeting.

R. Sharing Information

1. The extent to which information will be shared with the church will be determined by the Administrative Pastor, and others as appropriate. **The identity of the victim and the mandated reporter are confidential by law and it is legally prohibited to share their identities.**
2. All necessary parties will cooperate with the investigations made by the police.
3. Although CPS investigations are confidential, if an alleged abuser is arrested and charged in the criminal justice system, there will likely be public media reports. The Administrative Pastor or designee(s) will act as the official spokesperson for the church. Only the authorized person or persons may speak for the church to the news media, government agencies, attorneys, or others.

S. Response to Allegations/Admissions/Criminal Charges

1. Persons who admit to or plead guilty to or are convicted in a court of law of any form of physical or sexual abuse of a child/youth will be immediately, permanently, and completely disqualified by the Administrative Pastor or CPC Chair from working with children/youth in the church. Persons who admit to the Administrative Pastor or any member of the CPC any type of physical or sexual abuse of a child/youth but who have not appeared in a court of law will be disqualified from working with children/youth in the church.
2. Allegations of sexual or physical abuse of anyone shall disqualify any person from working with children/youth until an investigation is completed. If an arrest has been made and charges filed by the police for any violent crime, including any physical or sexual abuse of anyone, the volunteer or staff person will be immediately removed from any susceptible environments with children or vulnerable populations until the investigation and legal process are complete. This serves not only as protection to children and vulnerable others but also as protection for the person alleged to have abused, as such a person is often highly vulnerable to accusations of inappropriate conduct based on perception of risk, which may or may not be well-founded.
3. As noted on the Disclosure Statements signed by prospective employees or volunteers having direct contact with children, any volunteer or staff member who is under investigation for alleged abuse, or criminally charged for an offense involving a child is required to notify the Administrative Pastor or CPC Chair as soon as the investigation begins.
4. The Administrative Pastor, CPC Chair or their designee may temporarily or permanently disqualify any person(s) from working with children/youth, as they deem appropriate.

Certain offenses automatically disqualify anyone from working in a paid or unpaid position with children/youth. (See Appendix Form: SC1 Approved Adult - Review of Legal Disqualifications for Application in PA.)

T. Violations of Child Protection Policy

1. Alleged violations of the policy, other than abuse, shall be immediately reported to the Administrative Pastor, or the CPC and they will investigate the alleged violations of the policy. If a person(s) is found to be in violation of the policy, the Administrative Pastor or the CPC will determine what disqualification or disciplinary action, if any, is necessary.
2. **Allegations were not Abuse, but a Demonstration of Poor Judgment**
The Administrative Pastor, their designee, or the CPC will hold the offender responsible and accountable for the behavior. However, if abuse is suspected, it should be reported to authorities immediately. The offender will be removed from susceptible environments for a stated period of time and not function in any supervisory capacity over children and youth for a stated period of time, after which an evaluation determining fitness for the church should be made by the Administrative Pastor, their designee, or the CPC. The second such occurrence or demonstration of “poor judgment” will result in the individual being precluded from any future work with children or youth. Communicate this action taken with the complainant, the church, and parents/guardians as needed.

U. The Aftermath of an Abuse Situation

1. **Support for Victims and Families:** Lutheran Church of the Good Shepherd seeks to offer support for victims and their families to help them cope with the suspected abuse by offering information about local services and therapists. If financial hardship creates a barrier to counseling, we will consider, on a case-by-case basis some level of reimbursement for services if possible.
2. **Coping Process for the Church and Community:** In the case where child abuse has occurred within the church, church leadership will initiate coping strategies such as providing therapist-led support groups or holding forums for discussion and questions.

V. Building access

1. Regulation of key distribution will be the responsibility of the LCGS Facilities Use Coordinator.
2. Any other person who seeks possession of an access card or key to the church’s facilities will have a clearly stated reason for needing a key and will need to be approved by the

Facilities Use Coordinator.

3. All access cards will be programmed for individual use by the Facilities Use Coordinator.
4. Records of key holders will be maintained by the church's Facilities Use Coordinator and kept on file. These shall be returned when they are no longer needed by the holder, and the return will be documented.
5. It will be the responsibility of the church's Facilities Use Coordinator to monitor who is in possession of access cards and keys and request the return of access cards or keys from persons no longer authorized to hold them. These are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed.
6. LCGS access card and key holders with after-hours access are required to submit and maintain current certifications.
7. No access card or key holder will use their card or key to access the church with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent) at a time when there is no activity being held at the church in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder is alone with a child in the facility.
8. In the rare case an exception is to be made to this provision, a written note from the child's parent or legal guardian should be submitted to and approved by the Pastor or Administrative Pastor.

W. Use of Facilities by Outside Organizations

1. Outside groups and organizations using our facilities on a recurring or extended basis where children are on-site as part of the organizational activity are to be made aware of this policy and must adhere to it. All requests are subject to our review and approval.
2. An adult representative of any outside organization will be required to sign a SC5-Statement of Compliance before use of the facilities will be granted.

X. Providing Community for Known Sexual Offenders

Family, if someone is caught in sin, you who are spiritual should restore that one gently... Carry each other's burdens, and in this way, you will fulfill the law of Christ. Galatians 6:1-2

1. The provisions in this section apply to adult offenders. When a child or youth has sexually offended, see Policy Supplement for guidance on what to do when a child or

youth offenders.

2. Individuals who have been adjudicated by a court or child protective services findings as sexual offenders and/or have admitted to past sexual abuse of children and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities within the limits of state law, following approval of their request to participate by the CPC and subsequent signing of a covenant. The individuals are hereafter referred to as “known sexual offenders” or “offenders.” See Appendix Form SC 3 - Sexual Offender Covenant for Participation in the Congregation.
3. The minimum guidelines by which any known offender may participate in the life of the congregation are set forth below, and shall be incorporated into a covenant specific for the individual offender which is to be signed by the offender after approval by the CPC of their request to participate, and prior to attending a worship service or church function.
4. **Criteria for participation:**
 - a. The CPC will consider each request for participation and make a determination as to whether to proceed with offering a covenant. Such consideration may include review of documentation they deem appropriate such as court records, any current parole agreement, registration and Tier level on Megan’s Law Public Website, contact with the Parole officer, or other items. In certain situations, such as an offender designated as a “sexually violent predator,” legal counsel and/or the church’s insurance company may be consulted.
 - b. Depending on the circumstances and at the discretion of the CPC, additional restrictions may be incorporated into an individual covenant. If an individual is on probation or parole, specific provisions related to contact with children, participation in counseling, and others, will be incorporated into the covenant. The individual covenant may also permit participation in additional church activities (other than those involving children) if circumstances warrant.
 - c. An individual on probation or parole for a child sexual offense may have restrictions placed on church attendance as part of their probation/parole condition. On occasion, an exception to a “no church attendance” provision of probation or parole may be made by an officer of the court, based on the church’s capacity to manage the offender in a way that keeps him/her from contact with children. Any individual on probation or parole must provide the Administrative Pastor with a copy of the probation and parole agreement, including its terms and conditions, as well as the contact information for the parole or probation officer assigned.
 - d. Under this policy, leadership will disclose the identity of any known sexual offender to the congregation and the agreed upon guidelines using various means of communication. An adjudicated offender’s identity can easily be located on

Megan's Law website, via publicly accessible court records, or in media reports. Such disclosure helps to avoid the mistrust that can be created within the congregation when members discover and circulate such information independently. This also allows adult survivors of sexual abuse, and parents of young children, to practice boundary keeping beyond the provisions of this policy if desired, and for other members to step forward to ensure the offender is welcomed and included.

5. Minimum guidelines under which a known sexual offender may participate:

- a. Offenders are expected to comply fully with all restrictions and requirements placed upon them as a result of any legal actions, and provide the Administrative Pastor with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.
- b. Offenders are expected to participate in a professional counseling program, specifically addressing their abusive behaviors. Offenders will provide the name of the agency and mental health professional to the Administrative Pastor at the time of request for participation. The offender may be asked to periodically sign a limited disclosure authorization for the therapist to verify to the Administrative Pastor that the individual is in treatment.
- c. In a case of extreme financial hardship where the offender cannot afford counseling (and is not required by the court to be in counseling) the Administrative Pastor will work with the offender to create an alternative plan that may include regular pastoral counseling, participation in a community-based group for sexual offenders, one-on-one mentoring with a congregation member that has received at least 3 hours of training on working with sexual offenders as stipulated in this policy for "supervisors" or other affordable venues.
- d. Offenders will not accept any leadership or representational position within or on behalf of this church. **Known sexual offenders can never become Approved Adults.**
- e. The CPC will assign supervisors to any offender participating in the life of the congregation. They will be adults who are not related to the offender. They will receive training by a professional agency that will include information on sexual offender dynamics, the long-term impact of sexual abuse on victims, and any specific conditions related to participation under the specific covenant established. If the offender is on probation or parole, the training may need to be approved by the officer of the court handling the case.
- f. A supervisor must accompany the offender at all times when on church property.
- g. The CPC will identify a small group of "covenant partners" for offenders. This small group will provide spiritual, emotional and practical support and will meet

with the offender on a regular basis. The supervisors and “covenant partners” will not be the same individuals.

- h. The offender may participate in worship in the sanctuary and attend adult Sunday school classes. The CPC may designate a specific service and time for attendance. Any other activities the offender is permitted to participate in will be detailed in the covenant.
- i. **At no time should the offender deliberately place themselves in or remain in any location in or around the church facilities which would cause undue distress to others.**
- j. At least twice each calendar year and as otherwise requested, the offender shall meet with and report to the designated Administrative Pastor regarding status of adherence to these guidelines.
- k. If the offender should decide to relocate membership (or substantially attend) another congregation, the Administrative Pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

6. Supervisors of Sexual Offenders

- a. **Should the church decide to welcome a known sexual offender into fellowship in accordance with the guidelines established in this policy, a group of supervisors will receive at minimum 3 hours of training to include the following items prior to welcoming the offender to the congregation.**
- b. Such training will be provided by a mental health or other professional specializing in offender treatment and/or trained in behavioral dynamics of offenders, or by the (county) office of Probation and Parole.
- c. If the offender is currently on probation or parole, permission by the supervising county office to include the offender, as well as their approval of the organization providing the training and the curriculum, may be required.
 - 1) **Dynamics of sexual offending** (blame, impulsiveness, denial, deception; role of fantasies)
 - Summary information about different types of offenders
 - General characteristics of a pedophile, lifestyle issues, access to victims, orientation
 - The grooming process

- Sex offense therapy (brief overview) – Use of polygraph
- 2) **Dynamics of victimization** (shame, secrecy, trauma symptoms)
 - Defining child sexual abuse under PA CPSL
 - Long- and Short-Term Consequences of child sexual abuse
 - 3) **Role of the supervisor**
 - Close accompaniment of offender while on church property
 - Assure no contact with children, including verbal/emotional/physical
 - Monitor offender compliance with policy & covenant guidelines
 - 4) **Specific information about the particular offender**, including any terms of probation or parole, and guidelines agreed to by covenant with the church.

Y. Policy Access

1. A copy of this policy in its entirety is available for review at any time and can be obtained by contacting the Administrative Pastor or CPC Chair. It is also available at GoodShepherdLancaster.org/childsafety.
2. In addition to their initial receipt of this policy, each volunteer and staff will be required to review the policy on an annual basis. The Administrative Pastor or CPC Chair will communicate when any changes are made to the policy..

Appendix

(Documents in order as presented in Child Protection Policy)

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**1-Approved Adult – Application
(Volunteers & Employees)
Lutheran Church of the Good Shepherd**

This application is a mandatory part of a process to assist Lutheran Church of the Good Shepherd in providing a safe, nurturing environment for our children/youth. Persons responsible for the supervision and care of children/youth are in a special position of trust and confidence. Therefore, anyone seeking to work with the children/youth at Lutheran Church of the Good Shepherd must complete this application, as well as provide an acceptable photo ID.

PERSONAL INFORMATION

Please attach photographic identification, e.g., copy of driver's license, school ID, etc.

(1) Name _____ (2) Date of Application

(3) Driver's License # (State) _____ or other photo ID (Specify)

(4) Address _____

(5) Telephone (Home) _____ (6) (Work) _____ (7) (Cell)

(8) E-mail Address

(9) Permanent addresses you have maintained during the last ten years, beginning with the most recent.

(10) Are you 18 years of age or older? Yes No

Before answering questions 11 through 15 on this application, please see the page attached to this application on which appear definitions of child abuse and child sexual abuse and exploitation. In the questions below, the words “abuse,” “abusing a child” and “child abuse” are intended to include the conduct described in the definitions.

(11) Is there any reason why you should not work with children/youth? Yes No

If yes, please explain.

(12) Have you ever abused a child/youth (a person less than 18 years of age)? Yes No

If yes, please explain.

(13) Have you ever been accused of abusing a child/youth? Yes No

If yes, please explain.

(14) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser? Yes No

If yes, please explain.

(15) Have you ever been arrested for, convicted of, or plead guilty to a criminal offense against a person? Yes No

If yes, please explain

CHILD-YOUTH RELATED WORK

(16) List your talents, training, education, etc., that might help enrich the lives of our children/youth. Describe the type of work you prefer.

(17) Describe any paid or unpaid work you have done with children/youth during the last five years. Include the organization/church/agency, etc. you worked with, as well as city, state and year(s) of participation.

PERSONAL REFERENCES

(18) Give the name, address, and phone number of two persons, not relatives, who have known you for at least five years and would agree you are an appropriate person to work with children or youth.

(1)

(2)

I agree that the information contained in this application is correct to the best of my knowledge.

Applicant's Signature _____ Date _____

APPLICANT RELEASE OF INFORMATION, RELEASE OF LIABILITY, AND UNDERSTANDINGS OF LEGAL COMMITMENTS OF VOLUNTEERING AND EMPLOYMENT

I understand and agree that the Lutheran Church of the Good Shepherd may contact the organizations, agencies, churches or others identified above, as well as those listed as references.

I authorize these references or organizations/others to give you any information (including opinions) that they may have regarding my character and fitness for work with children/youth. I also understand and agree that law enforcement authorities or any other person or entity with access to records of criminal arrests or convictions may be contacted during the consideration of this application. I authorize these law enforcement authorities or any other person or entity to provide information regarding criminal arrests or convictions. In consideration of the receipt and evaluation of this application, I hereby release Lutheran Church of the Good Shepherd and any individual, church, youth organization, employer, reference, or any other person or entity, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of any person's or entity's disclosure of information about me or the expression of an opinion about me.

I understand that as a paid individual working with children/youth, I am required to complete all background certifications required by the state of PA, as well as an FBI fingerprint record check, as well as complete the "Swear or Affirm" disclosure statement required by the state of PA.

I understand that as an unpaid individual working with children/youth, I am required to complete all background certifications required by the state of PA, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years, as well as complete the "Swear or Affirm" disclosure statement required by the state of PA.

I also understand that I will be a mandated reporter, required by state law to report to ChildLine any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.

I further state that I have carefully read the foregoing release and understand its content. I am signing this statement freely and voluntarily.

Applicant's Signature _____ Date _____

I acknowledge that the above named applicant has appeared before me and produced an acceptable form of photo identification.

Reviewer: _____ Date: _____

Attached: PA Definitions of Child Abuse
3/21/19

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS*

Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

Applicant Name: (please print!) _____

CHECK ONE:

I have been a resident of PA for the last 10 years

I have not been a resident of PA for the last 10 years

I have previously obtained FBI Fingerprint Record Clearance since establishing residence in PA and within the last 60 months, and I understand I must provide documentation of this to the program/activity/service/organization I am serving as a volunteer prior to working with children.

I swear/affirm that I am seeking a volunteer position, and I understand that as a volunteer working with children/youth, I am required to complete a PA Criminal Records check and a PA Child Abuse Certification, or provide the organization with a copy of such checks dated within the last 60 months, and that certifications must be repeated every 60 months. I understand that I am required to complete an FBI fingerprint record check if I have not been a resident of PA for the last 10 years. I understand that if I have received certification from the FBI since establishing residency in PA and within the last 10 years, I must provide a copy of the certification to the organization, program, activity of service in which I will serve as a volunteer, and am not required to obtain additional FBI certification.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law. I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709.1 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)

Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
Section 5902(b) (relating to prostitution and related offenses)
Section 5903(c) (d) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness:
_____ Signature: _____

* Volunteer Disclosure form customized EZY 3/16/19

Lutheran Church of the Good Shepherd

POLICY RECEIPT/ACKNOWLEDGEMENT FORM

Please read the policy carefully to ensure that you understand the policy before signing this document.

I have read and been informed about the content, requirements, and expectations of the Lutheran Church of the Good Shepherd for employees and volunteers working with children and youth. I have received and read a copy of the Child Protection Policy and agree to abide by the policy as a condition of my employment or volunteer service.

I understand that if I have questions, at any time, regarding the policy, I will consult with a LCGS pastor or the Child Protection Policy Committee staff.

Signature _____

Printed Name _____

Receipt By: _____

Date _____

APPROVED ADULT - REVIEW OF LEGAL DISQUALIFICATIONS
FOR APPLICATION IN PA §6344(C)

THE FOLLOWING WILL PERMANENTLY DISQUALIFY AN APPLICANT FROM SERVING AS A VOLUNTEER OR PAID STAFF MEMBER WORKING WITH CHILDREN OR YOUTH:
Convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses), or equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, The Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide).
Section 2702 (relating to aggravated assault).
Section 2709.1 (relating to stalking).
Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301(a)(1)(ii) (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this section.

WITHIN THE PRECEDING FIVE (5) YEARS:

Identified in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

Information under section 6344(b) indicates that the person has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled

Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding verification pursuant to this section.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
VOLUNTEER ONLY**

1-888-QUERYPA (1-888-783-7972)

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCPU 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
VOLUNTEER'S AGENCY/ORGANIZATION (MANDATORY)		TELEPHONE NUMBER		

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

By signing this form, I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer.

REQUESTER SIGNATURE (*Signature required for processing*)	DATE
--	-------------

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Type or print clearly in ink. If obtaining this certification for non-volunteer purposes or if, as a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$13.00 money order or check payable to the PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES or a payment authorization code provided by your organization. **DO NOT send cash.** Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months. Send to CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170.

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT THE CORRECT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.

PURPOSE OF CERTIFICATION (Check one box only)

- Foster parent
- Prospective adoptive parent
- Employee of child care services
- School employee governed by the Public School Code
- School employee not governed by the Public School Code
- Self-employed provider of child-care services in a family child-care home
- An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service
- An individual seeking to provide child-care services under contract with a child care facility or program
- An individual 18 years or older who resides in the home of a foster parent for children for at least 30 days in a calendar year
- An individual 18 years or older who resides in the home of a certified or

licensed child-care provider for at least 30 days in a calendar year
 Volunteer having direct volunteer contact with children **If purpose is volunteer having direct volunteer contact with children, choose SUB PURPOSE:**

- Big Brother/Big Sister and/or affiliate
- Domestic violence shelter and/or affiliate
- Rape crisis center and/or affiliate
- Other:

PA Department of Human Services Employment & Training Program participant (signature required below)

SIGNATURE OF OIM/CAO REPRESENTATIVE OIM/CAO PHONE NUMBER

- An individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year
- An individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year

AGENCY/ORGANIZATION NAME: PAYMENT AUTHORIZATION CODE, IF APPLICABLE:

Consent/Release of Information Authorization form is attached. Applicant must fill in the "Other Address" sections. By completing the other address sections, you are agreeing that the organization will have access to the status and outcome of your certification application.

APPLICANT DEMOGRAPHIC INFORMATION (DO NOT USE INITIALS)

FIRST NAME MIDDLE NAME GENDER (MM/DD/YYYY) AGE

SOCIAL SECURITY NUMBER LAST NAME SUFFIX DATE OF BIRTH

reported

Male Female Not

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide database), 6344 (relating to employees having contact with children; adoptive and foster parents), 6344.1 (relating to information relating to certified or licensed child-care home residents), and 6344.2 (relating to volunteers having contact with children). The department will use your Social Security number to search the statewide database to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

HOME ADDRESS MAILING ADDRESS (if different from home address) OTHER ADDRESS (if Consent/Release of Information Authorization form is attached)

ADDRESS LINE 1 ADDRESS LINE 1 ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 2 ADDRESS LINE 2 CITY CITY CITY COUNTY

COUNTY COUNTY STATE/REGION/PROVINCE STATE/REGION/PROVINCE STATE/REGION/PROVINCE ZIP/POSTAL CODE ZIP/POSTAL CODE

ZIP/POSTAL CODE COUNTRY COUNTRY COUNTRY

Different mailing address ATTENTION ATTENTION

CONTACT INFORMATION

HOME TELEPHONE NUMBER WORK TELEPHONE NUMBER MOBILE TELEPHONE NUMBER EMAIL (By submitting an email contact, you are

agreeing to ChildLine contacting you at this address.)

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PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

PREVIOUS NAMES USED SINCE 1975 (Include maiden name, nickname and aliases.)

First Middle Last Suffix 1.

- 2.
- 3.
- 4.
- 5.

PREVIOUS ADDRESSES SINCE 1975 (Please list all addresses since 1975, partial address acceptable; attach additional pages if necessary.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

HOUSEHOLD MEMBERS

(Please list everyone who lived with you at any time since 1975 to present.

Please include parent, guardian or the person(s) who raised you; attach additional pages as necessary.)

Name (First, Middle, Last) Relationship Present Age Gender

1. Parent Guardian person(s) who raised you 2. Parent Guardian person(s) who raised you 3.

- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I affirm that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). If I selected volunteer, I understand that I can only use the certificate for volunteer purposes.

DATE RECEIVED BY CHIDLIN SUFFICIENT PAYMENT
 INFORMATION RECEIVED YES NO

CHIDLIN USE ONLY
 VALID PAYMENT AUTHORIZATION CODE
 WAIVED (supervisor initials) _____
 CERTIFICATION ID #

INSTRUCTIONS TO COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION APPLICATION:

General:

- Type or print clearly and neatly in ink only.
- If obtaining this certification for non-volunteer purposes or if, as a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$13.00 money order or check for each application. No cash will be accepted. Personal, agency, or business checks are acceptable. Certifications for the purpose of “volunteer having direct volunteer contact with children” may be obtained free of charge once every 57 months. If no payment is enclosed for a non-volunteer purpose, you must provide a payment authorization code, otherwise your application will be rejected and returned to you.
- **DO NOT SEND POSTAGE PAID RETURN ENVELOPES** for us to return your results. Results are issued through an automated system generated mailing process.
- Certification results will be mailed to you within 14 days from the date the certification application is received at the ChildLine and Abuse Registry.
- Failure to comply with the instructions will cause considerable delay in processing the results of an applicant’s child abuse history certification application.

Purpose of Certification - Do not check more than one box:

- Check the **foster parent** box if applying for purposes of providing foster care.
- Check the **prospective adoptive parent** box if applying for the purpose of adoption.
- Check the **employee of child care services** box if applying for the purpose of child care services in the following:
 - Child day care centers; group day care homes; family day care homes; boarding homes for children; juvenile detention center services or programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day care services or other programs that are offered by a school.
- Check the **school employee governed by the Public School Code** box if you are a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code and will continue to be required to obtain background checks prior to employment in accordance with that section and on the periodic basis required by Act 153.
- Check the **school employee not governed by the Public School Code** box if you are a school employee not governed by Section 111 of the Public School Code, but covered by Act 153 (pertaining to school employees in institutions of higher education).

Definition of school employee: A school employee is defined as an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless they have direct contact with children.

Definition of school: A facility providing elementary, secondary or postsecondary educational services. The term includes the following:

- (1) Any school of a school district.

(2) An area vocational-technical school.

(3) A joint school.

(4) An intermediate unit.

(5) A charter school or regional charter school.

(6) A cyber charter school.

(7) A private school licensed under the act of January 28, 1988 (P.L.24, No. 11), known as the Private Academic Schools Act.

(8) A private school accredited by an accrediting association approved by the state Board of Education.

(9) A non-public school.

(10) An institution of higher education.

(11) A private school licensed under the act of December 15, 1986 (P.L. 1585, No. 174), known as the Private Licensed Schools Act.

(12) The Hiram G. Andrews Center.

(13) A private residential rehabilitative institution as defined in section 914.1-A(c) of the Public School Code of 1949.

- Check the **self-employed provider of child-care services in a family child-care home** if providing child care services in one's home (other than the child's own home) at any one time to four, five, or six children who are not relatives of the caregiver.

- Check the **individual 14 years of age or older who is applying for or holding a paid position as an employee** box if the employment is with a **program, activity, or service, as a person responsible for the child's welfare or having direct contact with children:** Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance, or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or public or private organization:
 - A youth camp or program;
 - A recreational camp or program;
 - A sports or athletic program;
 - A community or social outreach program;
 - An enrichment or educational program; and
 - A troop, club, or similar organization

- Check the **individual seeking to provide child care services under contract with a child care facility or program** box if you are providing child care services as part of a contract or grant funded program.

- Check the box for **individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.

- Check the box for **individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.

- Check the box for **individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.

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- Check the box for **individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.
- Check the **volunteer having direct volunteer contact with children** box if applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school, or a program, activity or service as a person responsible for the child's welfare or having direct volunteer contact with children. In addition, check the box of one of the organizations listed, i.e. Big Brother/Big Sister, domestic violence shelter, rape crisis center. If you are **NOT** applying for a volunteer in one of the organizations listed, please check the **other** box and write the name of the organization in the space provided.
- Check the **PA Department of Human Services employment & training program participant** box if you are applying for the purpose of participating in a PA Department of Human Services employment and training program through a county assistance office (CAO) or the Office of Income Maintenance (OIM). The signature **AND** phone number of the CAO or OIM representative is required. If there is no

signature and no phone number, your application will be rejected and returned to you.

- If you were provided a "**PAYMENT AUTHORIZATION CODE**" by an organization, please provide the **agency/organization name** in the space provided and the **payment authorization code** in the space provided.
- Please check the **CONSENT/RELEASE OF INFORMATION** box if you included a payment code in the space above and attached the completed Consent/Release of Information Authorization form to your Pennsylvania Child Abuse History Certification application when

you mail it to our office. The Consent/Release of Information Authorization form allows the department to send your results to a third party.

If the Consent/Release of Information Authorization form is **NOT** attached to the certification application, the results **WILL** be mailed to the applicant's home address and not to the third party.

Applicant Demographic Information:

- Name - Include the applicant's full legal name. Initials are not acceptable for a first name. If your full legal name is an initial, please

provide supporting documentation along with your certification application.

- Social Security number - Include the applicant's social security number. A social security number is voluntary; **HOWEVER, PLEASE NOTE THAT APPLICATIONS THAT DO NOT INCLUDE SOCIAL SECURITY NUMBERS MAY TAKE LONGER TO BE PROCESSED.**
- Gender - Please check one box.
- Date of birth - Fill in the applicant's date of birth (Example: 01/22/1990).
- Age - Fill in the applicant's current age.

Address:

- The address listed must be the applicant's current home address. This is also where the results of the certification will be mailed, unless otherwise noted. If the **different mailing address** box is checked and a mailing address is provided in the "different" mailing address column, the results will be mailed to the "mailing" address and not the "home" address. **Note:** If the consent/release of information box is checked and an "other" address is provided, the results will be mailed to the "other" address.

Contact Information:

- Please provide your home, work or mobile telephone number. Fill in the number where the applicant can be reached in the event that there are questions about the information on the application.
- Please provide an email address. By providing an email address, you are consenting to ChildLine contacting you by email in the event that you cannot be reached by phone. **NO CONFIDENTIAL INFORMATION WILL EVER BE SHARED OR PROVIDED IN AN EMAIL FROM OUR OFFICE.**

Previous Names Used Since 1975:

- The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, nicknames, aliases and also known as (aka) names.

Previous Addresses Since 1975:

- List all addresses where the applicant has resided since 1975. The applicant can attach an additional sheet of paper with all of the addresses listed if necessary. If the applicant cannot remember the exact mailing addresses since 1975, filling in as much information as

possible about the location is acceptable.

Household Members:

- Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). In addition, include the household member's relationship to the applicant, their age (to the best of your knowledge) and their gender. If the applicant was under the age of 18 in 1975, this section **MUST** include the applicant's PARENT(S) or GUARDIAN(S). If this section is left blank, the application will be rejected and returned to the applicant.

Signature:

- Applications **MUST** be signed and dated. Applications that are not signed and dated will be rejected and returned to the applicant.

CHILDLINE USE ONLY:

- Please DO NOT WRITE in this section. This is for CHILDLINE staff only.

Additional Information:

Applicants can visit <https://www.compass.state.pa.us/CWIS> for more information about submitting the child abuse certification online or to register for a business/organization account.

**CONSENT/RELEASE OF INFORMATION AUTHORIZATION FORM
FOR THE PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION**

I, (_____), hereby authorize the PA Department of Human Services, ChildLine to
release my Pennsylvania Child Abuse History Clearance information directly to (_____).

Applicant's Name

Name of Requesting Agency

I understand that this information is confidential in nature pursuant to §6339 (relating to information in confidential reports) of
the Child Protective Services Law (CPSL) (23 Pa.C.S Chapter 63) and is not otherwise to be released by

(_____) without my expressed authorization or pursuant to Section 3490.126 of
Title 55 of the Pennsylvania Code which states this information is confidential and the requesting agency can be held

Name of Requesting Agency

criminally liable for a breach of confidentiality related to release of this information. **I also understand that the**

forementioned information will not be released directly to me (_____) as stated

Applicant's Name

**on the Pennsylvania Child Abuse History Certification application. I understand that I will not receive a copy of
my Pennsylvania Child Abuse History Certification directly from ChildLine;** however, I may request a copy of

my Pennsylvania Child Abuse History Certification from (_____) upon written request.

Name of Requesting Agency

I have read this Consent/Release of Information Authorization form and fully understand and agree to its content. I further
understand and agree to all information and ramifications of the Pennsylvania Child Abuse History Certification application as
it otherwise relates to this consent. Further I understand that if I am listed in the statewide database for child abuse that my
consent allows the result stating such information to be shared with the agency/organization noted on next page.

Please send my certification result(s) to:

Agency Name:

Agency Street Address:

Agency City, State, Zip Code:

Date Applicant's Signature

As the agency/organization representative, I understand that, except for the subject of a report, persons who receive this information are subject to the confidentiality provisions of the CPSL and 55 Pa. Code, Chapter 3490 and are required to ensure the confidentiality and security of the information and are liable for civil and criminal penalties for releasing information to persons who are not permitted access to this information. I agree to receive and maintain this information in accordance with these requirements.

Date Agency's Representative Signature

NOTE: IF THE PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION FORM/APPLICATION (CY 113) IS NOT COMPLETED ACCURATELY OR IF IT IS INCOMPLETE, THE CY 113 WILL BE RETURNED TO THE APPLICANT AND NOT BACK TO A THIRD PARTY.

Revised 12-29-15

DISCLOSURE STATEMENT
APPLICATION FOR EMPLOYMENT, INCLUDING PROVISIONAL EMPLOYMENT Required by
the Child Protective Service Law

23 Pa. C.S. Section 6344 (relating to employees having contact with children; adoptive and foster parents)

I swear/affirm that, if being hired on a provisional basis, I have applied for certification through ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation and am submitting a copy of the appropriate completed request forms to the employer, administrator, supervisor or other person responsible for employment decisions.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from employment as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709.1 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)
Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
Section 5902(b)(relating to prostitution and related offenses)
Section 5903(c) (d) (relating to obscene and other sexual material and performances) Section 6301
(relating to corruption of minors)
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law
of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

1
11/3/15

I understand that I must be dismissed from employment if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above.

I understand that if I am being hired on a provisional basis, I am not permitted to work alone with children and must work in the immediate vicinity of a permanent employee during this provisional employment period.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment.

I understand that certifications obtained for employment purposes may be used to apply for employment, serve as an employee, apply to volunteer and serve as a volunteer.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____ Witness: _____

Signature: _____

If the employee is a minor:

Parent/Legal Guardian Name: _____ Signature: _____ Date: _____

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
1-888-QUERYPA (1-888-783-7972)

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758
DO NOT SEND CASH OR PERSONAL CHECK
CHECK ONE BLOCK
<input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF <u>\$22.00</u> , PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF <u>\$27.00</u> , PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

TRY OUR WEBSITE FOR A QUICKER RESPONSE <https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
<p>The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information <u>contained in the files of the Pennsylvania State Police Central Repository only.</u></p>				
<p>FEE FOR REQUESTS - \$22.00. NOTARIZED FEE REQUESTS - \$27.00. ***MAKE ALL MONEY ORDERS PAYABLE TO: <u>COMMONWEALTH OF PENNSYLVANIA</u> ***</p>				
<p style="text-align: center;">REASON FOR REQUEST</p> <p style="text-align: center;">◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶</p> <p><input type="checkbox"/> INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)</p>				
<p><input type="checkbox"/> ADOPTION (DOMESTIC) <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> VISA <input type="checkbox"/> OTHER</p>				

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919



SC2 Certifications (*Background Checks*)

General information

Updated February 4, 2019

Certifications for those working with children

Current employees in positions as an “employee with a program activity or service, as a person responsible for a child’s welfare or having direct contact with children” **must have three specific certifications dated within the past 60 months**. They must also sign a PA Disclosure Statement Application for Employment. **All current employees must have the specified certifications in place now.**

Prospective employees may use current certifications, or may be hired on a provisional basis for a single period of no more than 90 days, provided the employee and employer have met all conditions set forth for such provisional hires, including 1) Application for the three specified certifications, 2) The applicant not be permitted to work alone with children, and 3) The applicant must work in the immediate vicinity of a permanent employee, until certifications are obtained. They must also sign a PA Disclosure Statement Application for Employment.

Prospective volunteers (those who are not current volunteers working with children) must have all the required background checks in place prior to working with children (adults only). They must also sign a PA Disclosure Statement Application for Volunteers.

Current volunteers who “volunteer with a child-care service, a school or a program activity or service as a person responsible for the child’s welfare or having direct volunteer contact with children” are required to have specified background checks **dated within the last 60 months now**. They must also sign a PA Disclosure Statement Application for Volunteers.

The background checks required are specific, and it is not legally sufficient to use a screening service that does NOT include the clearances listed below. A “national criminal data base” search, or “Sexual Offender registry check” may be used *but they cannot substitute for the certifications listed below*.

1) Required certification For Employees & Volunteers

Pennsylvania State Police Request for Criminal Record Check Form (SP4-164)

(\$22 employees, free for volunteers)

Obtain information and download paper form at

<https://www.psp.pa.gov/pages/request-a-criminal-history-record.aspx>

OR go to E-Patch and apply on-line at <https://epatch.state.pa.us/Home.jsp>

Organizations that process 20+ record checks per month may apply to be registered users; they are invoiced monthly. Organizations that require less than that should go to the EPATCH website at <https://epatch.state.pa.us/Home.jsp>, and click on “submit a new record check”. Enter company or organizational name, then submit the required information for each person on whom you need a record check. You may enter up to 10 at once, and pay with a credit card. To be sure you have the correct information from each employee or volunteer, have them fill out a paper form SP 4-164 (employees) or SP 4 164A (volunteers) and return it to you, so you can enter their information into the EPatch system.

2) Required certification for Employees & Volunteers

PA Child Abuse History Certification) (\$13 employees, free volunteers) – Applicants may submit a paper form with a money order or business check (not a personal check), and also have the option to use electronic submission, and pay with a credit card. Obtain information and download paper form at http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf and submit to:

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

- Once a paper application is received, the results will be mailed to the applicant’s address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

OR use the PA Portal for mandated reporters and get this clearance on line at

<https://www.compass.state.pa.us/cwis/Public/home>

- Creating an account and submitting your certification application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Organizations who want to set up business accounts must first register for a Business Partner User account using the “Organization Account Access” link on the Child Welfare Portal.

<https://www.compass.state.pa.us/cwis/Public/home>

Organization accounts will allow businesses and organizations to purchase child abuse history clearance payment codes and distribute those codes to applicants. When an applicant uses a code given to them by an organization, the organization will have access to the applicant’s child abuse history clearance results once those results are processed.

3) Required certification for all Employees and for Volunteers not living in PA for the past 10 years FBI Fingerprint Record certifications (\$23.85 for employees/\$22.60 for volunteers)

If the volunteer has lived within PA for the past 10 years, no fingerprinting is required; however, the volunteer must swear or affirm in writing they are not disqualified from service based on a conviction of an offence under 6344. See PA Disclosure Statement Application for Volunteers.

- The Pennsylvania Department of Human Services has changed to IDEMIA to process fingerprint-based FBI criminal background checks, rather than the Cogent system they previously used. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to <https://uenroll.identogo.com/>. **No paper forms are available!** The DHS service code for volunteers working with children is 1KG6ZJ. The DHS service code for employees 14 years or older who have contact with children is 1KG756. For churches and other non-profits, these will be the most commonly used. For Department of Education or other DHS applications, there are other service codes in the drop down menu at the site, or at the Department websites.
- Complete the online form and make an appointment to go to the most convenient location to have fingerprints taken. Be sure to take the identifying documentation requested on the form.
- Local fingerprinting locations may be accessed by entering your zip code at <https://www.identogo.com>. You can also view a list of documents to bring with you. According to IDEMIA, the DHS fee for volunteers is \$22.60 and for employees who have contact with children it is \$23.85.
- For individuals, payment may be made by the individual's credit card, a money order or cashier's check.

For organizations/employers: There is a NCAC credit service through Morpho Trust for organizations who want to pay for their employees and/or volunteers. Organizations must first register. The Registration form must be printed out, completed, and then returned to Morpho Trust by email or fax. It takes 3 – 7 days to process this form. http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_268131.pdf

There are qualifications on this service—expires at 6 months or expiration date of card if sooner, must order a minimum number of 10 codes (although they don't charge them until you use them), \$1 fee for each use. There is a code assigned for each of the 10 applications, so the organization needs to provide a specific individual code to the applicant during pre-enrollment so that it can be included in the registration.

- The Pennsylvania Department of Education also utilizes IDEMIA to process fingerprint based FBI criminal background checks for prospective employees of public and private schools. Under Act 114 of 2006, ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system. This includes but is not limited to: Teachers, School Administrators, Substitute Teachers, Teaching Assistants, PIAA Sports Officials, School Bus Drivers, and Student Teachers. If someone needs fingerprints for more than one purpose, check with the Department of Education to determine which service code should be used. The results can be made available to each organization or employer without needing to repeat the process.
- **PA's Child Protective Services Law includes a number of specific criminal and civil offenses that automatically disqualify a person from paid or unpaid work with children. Be sure the person at your church or organization responsible for reviewing the results of the above clearances is aware of these "disqualifiers."**

Repeat Certifications

Employees (whenever hired) will be required to repeat all of these certifications every 60 months. Volunteers will only need to repeat the PA certifications every 60 months. (In other words, a volunteer who has still not lived in PA for 10 years when it is time to repeat clearances does not require a repeat FBI fingerprint check.)

Of Note:

PA Department of Human Services has a lot of useful information and links to all of the forms for certification at <http://keepkidssafe.pa.gov/>.

2/4/19 lc

**SC2 Review of Application and Certifications
(Volunteers & Employees)
Lutheran Church of the Good Shepherd**

Applicant's name _____

Date of Application _____ Date of Review _____

Findings from PA Criminal Record Certification _____

Findings from PA Child Abuse Certification _____

Findings from FBI Background Check (if required) _____

Results of reference check _____

Is Applicant automatically disqualified from service with children/youth because of any of the criminal or child abuse reports (see attached list of disqualifications)? _____

Explain _____

Are there any other reasons why this application should not be approved? _____

I _____ approve/deny the application of _____
to become an Approved Adult at the Lutheran Church of the Good Shepherd upon completion of the required
standard training.

Signature _____

SC2 Lutheran Church of the Good Shepherd
NON-RESIDENT VOLUNTEER FORM
(For service 30 days or less in a calendar year)

NAME _____ DATE _____

HOME ADDRESS _____

HOME PHONE _____ CELL PHONE _____

LOCAL ADDRESS _____

LOCAL PHONE _____ E-Mail _____

DATE OF BIRTH _____

COLLEGE STUDENT NO YES Name/Address of school:

EMPLOYED NO YES Name/Address of employer:

VOLUNTEER ASSIGNMENT _____

EXPECTED DATES OF SERVICE _____

PA LAW REQUIRES ALL ADULTS VOLUNTEERING TO WORK WITH CHILDREN TO HAVE CRIMINAL RECORD AND CHILD ABUSE CERTIFICATIONS. BECAUSE YOU WILL BE WORKING WITH CHILDREN HERE FOR LESS THAN THIRTY DAYS, YOU ARE NOT REQUIRED TO GET NEW CERTIFICATIONS TO SERVE HERE, **IF YOU MEET THE CERTIFICATION REQUIREMENTS WHERE YOU LIVE.** PLEASE DOCUMENT THE NATURE OF THE CERTIFICATION (BACKGROUND CHECK) PROCESS YOU HAVE BEEN THROUGH AS WELL AS THE REASON YOU HAVE CERTIFICATIONS (WORK, VOLUNTEER SERVICES, etc.) AND INCLUDE COPIES.

I swear or affirm that I am not disqualified from service as a volunteer pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

VOLUNTEER SIGNATURE _____

WITNESS NAME: _____ WITNESS SIGNATURE: _____

SC2 Lutheran Church of the Good Shepherd

Child Registration Form

Program Year 20__ - 20__

Child(ren) Information:

1. Name of Child: _____ DOB: _____ Age: _____
Grade: _____ School: _____ Child's cell phone # _____
Child's e-mail _____
2. Name of Child: _____ DOB: _____ Age: _____
Grade: _____ School: _____ Child's cell phone # _____
Child's e-mail _____
3. Name of Child: _____ DOB: _____ Age: _____
Grade: _____ School: _____ Child's cell phone # _____
Child's e-mail _____

Family Information:

Child(ren) live(s) with: _____
Parent/Guardian #1: _____
Address: _____
Street town state ZIP
Phone: (home) _____ (cell phone) _____ Other: _____
Parent E-mail: _____

Parent/Guardian #2: _____
Address: _____
Street town state ZIP
Phone: (home) _____ (cell phone) _____ Other: _____
Parent E-mail: _____

In case of any emergency and I cannot be reached, I give permission for the following individual to be contacted and my child may be released to them.

Emergency Contact:

Name: _____ Relationship to Child: _____
Address: _____
Street town state ZIP
Phone: (home) _____ (cell phone) _____ Other: _____
E-mail: _____

These individuals are also permitted to pick-up from regularly scheduled activities.

Name	Address	Phone Number
Name: Relationship:		Home: Cell: Alternate:
Name: Relationship:		Home: Cell: Alternate:
Name: Relationship:		Home: Cell: Alternate:

+++++

General Field Trip Permission: I hereby give permission for the child listed below to participate in field trip events as planned by Lutheran Church of the Good Shepherd throughout the _____ school year. I understand I will be notified in advance of specific individual events/activities and will complete, sign and return specific permission forms.

Child's name/names _____

+++++

Web Permission: We occasionally post pictures of children "in action" on our website and on our Lutheran Church of the Good Shepherd Facebook page. We are not putting names of the children by any of the pictures. If there is any reason the above named child(rens') picture should **not** appear on these web pages, please check the box.

Initials: _____

+++++

Signature: _____

Printed Name: _____

Date Completed: _____

A COPY OF THIS FORM WILL BE TAKEN, OR MADE ACCESSIBLE TO LEADERS, FOR EVERY ACTIVITY, FIELD TRIP OR OVERNIGHT EVENTS THAT THE CHILD ATTENDS.

LD 5-20-19

Lutheran Church of the Good Shepherd

Medical Information Form

Program Year 20__ - 20__

Child Information:

Name of Child: _____ DOB: _____ Age: _____

Parent/Guardian Name: _____ Phone Number: _____

Medical Data:

Physician: _____ Phone #: _____

Medical Insurance name and #: _____

Is your child up-to-date with immunizations? Yes No

Health History:

Check those that apply:

- ____ Asthma
- ____ Convulsions
- ____ Diabetes
- ____ Ear Infections
- ____ Epilepsy
- ____ Heart Disease/Defects

Allergies (check those that apply)

- ____ 1. Animals
- ____ 2. Insect Stings
- ____ 3. Plants
- ____ 4. Medicine/Drugs, specify _____
- ____ 5. Hay Fever
- ____ 6. Pollen
- ____ 7. Food
- ____ Other Allergies, specify _____

Other Health Related Conditions

- ____ Emotional Issues
- ____ Fainting
- ____ Sleep Walking
- ____ Special Dietary Regimen _____
- ____ Other (specify) _____
- ____ Nosebleeds
- ____ Motion Sickness
- ____ Menstrual Cramps
- ____ Wears Glasses
- ____ Wears Contact Lenses
- ____ Hearing Impairment

Medical Release: I, the undersigned parent/guardian of the child listed on this form do hereby give permission for any Lutheran Church of the Good Shepherd approved adults to treat said child/youth for minor injuries and to take him/her to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to the health of the child/youth. I consent to any examination, x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that may be rendered to said minor, under the general specific instructions of _____ (name of participant's physician) or if unavailable, by an on-call physician at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have temporary custody of my child/youth, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment. Delivered to said persons entrusted with the care, custody and control of said minor child, this consent will remain effective until the ____ day of _____ 20__. I understand that any and all medical expenses incurred are my responsibility and that there is no medical insurance coverage provided by name of church.

Further, as parent/guardian of the named above, I do hereby consent that my child/youth may receive emergency medical treatment from any physician, hospital, or other medical center without the necessity of first notifying me, and do further agree to hold blameless any physician, hospital or other medical center for rendering such services.

Signature of parent/guardian: _____ Date: _____

A COPY OF THIS FORM WILL BE TAKEN, OR MADE ACCESSIBLE TO LEADERS, FOR EVERY ACTIVITY, FIELD TRIP OR OVERNIGHT EVENT THAT THE CHILD ATTENDS.

LD 5.20.19

Lutheran Church of the Good Shepherd
Parent/Guardian Permission for Special Event/Activity

Dear Parent/Guardian:

Your son/daughter is encouraged to participate in (event) _____.

This activity will take place under the guidance and supervision of two authorized/approved personnel from **Lutheran Church of the Good Shepherd**

Name of event: _____

Destination: _____

Departure from **Lutheran Church of the Good Shepherd**: (date) _____ (time) _____

Additional:

Return to **Lutheran Church of the Good Shepherd**: (date) _____ (time) _____

Additional:

Method of Transportation: _____

Designated approved adult supervisors:

1. (Name) _____ cell # _____

2. (Name) _____ cell # _____

Participant's Cost: _____

Cost Information:

What to bring:

If you would like your child/children to participate in this event, please sign and return the permission form below by (date) _____. As the parent or legal guardian, you remain responsible for any legal responsibility which may result from actions taken by the named child/children. KEEP this top section for your information.

Permission Form for Short Term Field Trip/ Retreat Participation

** Return this lower Form by (date) _____

I hereby consent to participation by my child/children:

(Name/names) _____

in (event name) _____ on (event date) _____

I understand that this event will take place away from **Lutheran Church of the Good Shepherd** and that my child/children will be under the supervision of the two authorized/approved adults on the above stated date/dates. I further consent to the stated conditions on participation in this event, including the method of transportation.

Print parent/guardian name

Parent/guardian signature

Date

Indicate any change in Medical Information which was previously given with the

Child/Youth Registration _____

LD 5.20.19

Lutheran Church of the Good Shepherd
Employee/Volunteer Driver Form

Please fill in the information below and return to the church's office. All of this information is being requested to assure the safety of our children, youth, and adults and will be kept confidential.

Name _____

Address _____

Phone _____ PA Driver's License # _____

Date of Birth _____ # of Years Driving 0 – 4 5 – 9 10+

Provide the following information for the vehicle you will be driving:

Vehicle Year	Make	Model	Plate #
--------------	------	-------	---------

Your Insurance Company's Name _____

Policy # _____ Liability Limits (each accident) _____

- Please attach a photocopy of your **current Driver's License and Insurance ID Card.**

Have you had any traffic violation or accidents in the last three years? Yes No

If yes, give details. If you need more space, write on back:

Date	Violation/Accident	Details

For the safety and protection of our children, youth, and adults we require drivers to have five or more years of experience with acceptable driving records. We also require that they drive well-maintained vehicles that are in good condition and meet state required inspection standards.

I understand the importance of the accuracy of the above information and the responsibility I have as a volunteer driver as it relates to the safety of our children, youth, and adults.

In addition, should they occur, I will report any future traffic violations or accidents not reflected above.

Signature

Date

SC4 Suspected Child Abuse Incident Report

CONFIDENTIAL

For internal use at Lutheran Church of the Good Shepherd

Date of Report to ChildLine _____ Oral or electronic report _____

Date of Incident _____ Person Making Report _____

Employee Approved Adult Other _____

Name of Child/Youth _____ Age _____ Sex: M F

Parent/Guardian of Child/Youth _____

Address _____ Unknown

Describe the circumstances under which you became aware of possible abuse. State the names of any persons who witnessed abuse or reported this to you. _____

Describe any injuries you observed: _____

Does child appear to need immediate medical attention? Yes No Unknown

Does child appear to be fearful, suicidal or withdrawn? Yes No Unknown

Approximate date of last known incident of abuse _____ Unknown

Describe any physical, mental or behavioral factors that may place the child at risk

Did the abuse take place at the church or during a church-related activity?

Yes No Unknown If yes, indicate activity _____

Name of Alleged Perpetrator _____ Unknown

Relationship to Child _____ Unknown

Address _____ Unknown

Describe the extent of alleged perpetrator(s) access to child _____

Unknown

Does this person have a history of violence, mental illness, or substance abuse?

Yes No Unknown

If yes, please explain _____

Reported to a pastor: date/time _____

Signature of person making this report _____

- If you are a mandated reporter, and you suspect (or observe) that a child has been abused, you must report it immediately to ChildLine, and then notify the pastor.
- If a child is injured or in imminent danger, call 911.

Signature of person receiving this report _____

Date: _____

Comments: _____

Follow up

Document any action taken by the organization during the course of CPS or Police investigation:

Results of DHS report provided on (Date) _____

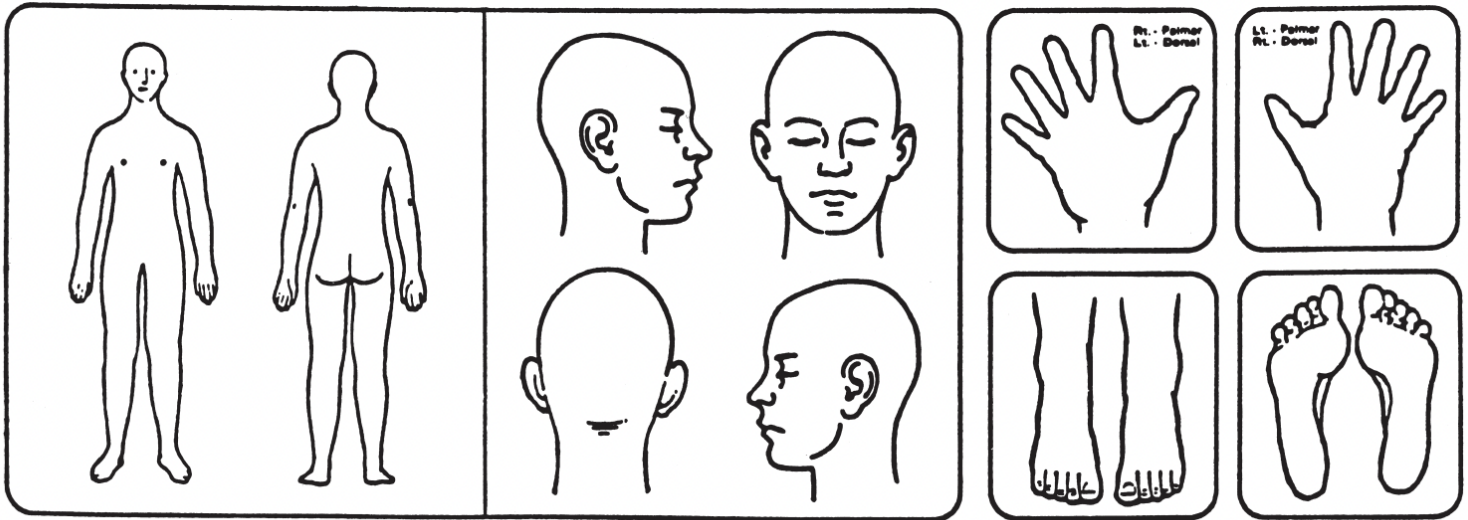
Signature of person receiving the DHS results from the mandated reporter

Attach-mandated reporter's information from DHS concerning the determination of whether the child abuse report was unfounded, indicated or founded, and the services to be provided for the child.

REPORT OF SUSPECTED CHILD ABUSE (CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (State, City, State & ZIP Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD
NAME (Last, First, Initial)				
A.			D.	
B.			E.	
C.			F.	
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED			COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			DATE OF INCIDENT	



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:			
<input type="checkbox"/> NOTIFICATION OF CORONER OR MEDICAL EXAMINER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTOGRAPHS	<input type="checkbox"/> HOSPITALIZATION
<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL TEST(S)	<input type="checkbox"/> TAKEN INTO PROTECTIVE CUSTODY	<input type="checkbox"/> OTHER (Specify)
8. SAFETY CONCERNS AND RISK FACTORS:			
A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS.			<input type="checkbox"/> INFORMATION UNKNOWN
B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD?			<input type="checkbox"/> INFORMATION UNKNOWN
C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN).			<input type="checkbox"/> INFORMATION UNKNOWN
D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED?			<input type="checkbox"/> INFORMATION UNKNOWN
E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY.			<input type="checkbox"/> INFORMATION UNKNOWN

INSTRUCTIONS TO MANDATED PERSONS:

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

NOTE:

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS:

**SC5 Statement of Compliance for Outside Organizations
Using our Facilities**

Lutheran Church of the Good Shepherd is committed to providing a safe and positive environment for all children, youth and adults who participate in programs and activities at our facilities.

This Statement must be submitted by an organization or group requesting use of our facilities on a recurring or extended basis for programs and activities involving children under the age of 18 and is subject to our approval. Prior to submitting this Statement, you will be given a copy of our Child Protection Policy to review.

Name of Organization requesting facilities use: _____

Address: _____

Website: _____

Contact information for Organization: _____

Contact information for person completing this form: _____

Have you received and reviewed our Child Protection Policy? Yes _____ No _____

Does your organization have a policy for child abuse prevention and response? Yes _____ No _____

If yes, your group must provide us with a copy for review.

- **Stipulations: If your policy does not include a “two adult” rule; current background checks (certifications) for volunteers and staff as required by the state of PA; training for staff and volunteers on mandated reporting responsibilities; procedures for immediate reporting of suspected child abuse to ChildLine; and a prohibition on an adult being alone in the facility with a child not their own, you are expected to comply with these provisions as stated in Lutheran Church of the Good Shepherd Child Protection Policy.**

If you do not have a policy, your group is required to abide by our written policy and procedures as would reasonably apply to your organization.

Please briefly describe how you will implement the policy

I have received and reviewed the Child Protection Policy of Lutheran Church of the Good Shepherd or provided evidence of our own policy. Any questions have been answered to my satisfaction. On behalf of my organization, I agree to observe and abide by the tenets of the policy/stipulations stated above.

I certify that I am authorized to sign this document on behalf of my organization and agree that my organization does hereby indemnify, defend and hold harmless Lutheran Church of the Good Shepherd from and against any and all claims arising out of my organization’s use of facilities.

Signature/Title

Date

=====

Reviewed/Approved by

Comments: _____

Signature/Title

Date

SC3 Sexual Offender Covenant for Participation in the Congregation

I acknowledge that I have received and read the Child and Youth Protection Policy of Lutheran Church of the Good Shepherd, and I agree to comply with all its provisions.

By signing this covenant, I further agree to abide by the guidelines set forth in the policy in the section regarding providing community for known sexual offenders and detailed below; and any additional restrictions specified below.

1. **I will comply fully** with all restrictions and requirements placed upon me as a result of any legal actions, and provide the Pastor with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.

I am currently on probation or parole: YES NO If YES, complete the following:

- Conditions include “No contact with children” YES NO
- Conditions include participation in a mental health treatment program YES NO

The name and contact information for my parole/probation officer is listed below:

2. **I will cooperate with the church supervisor(s)** assigned to accompany me while I am on church property.
3. **I will faithfully attend meetings organized by my “covenant partners” on a regular basis.** Such meetings will occur no less than monthly.
4. **I acknowledge my attendance is limited to**
 - **Worship Services and Adult Education classes as follows: (List specific services/times).**
 - **List any other permitted activities here:**

At no time will I deliberately place myself in or remain in any location in or around the church facilities which would cause undue distress to others, particularly areas with children. I understand that a child is anyone under the age of 18 years.

5. **At least twice each calendar year and as otherwise requested,** I will meet with and report to the Pastor regarding status of adherence to these guidelines.
6. **If I should decide to relocate membership (or substantially attend) another congregation,** I understand that Lutheran Church of the Good Shepherd will seek to inform the leadership of that congregation of the conditions of these guidelines.
7. **I will participate in counseling with a licensed professional counselor** experienced in treating sexual offenders at least two hours a month (or more if required) and give my counselor permission to release

information regarding my attendance and participation to the Pastor of this church. Licensed professional counselors hold at least one graduate degree, and have a current license to practice in the state of PA.

The contact information for the mental health professional providing my treatment is listed below:

If sessions are terminated I will immediately inform the Pastor. If such sessions are a condition of my parole or probation, understand I may be suspended from participation at church until I am back in counseling with another licensed professional counselor that satisfies the conditions set forth by the court.

The following paragraph applies ONLY if treatment is NOT a condition of probation or parole:

If I cannot afford counseling because it would create extreme financial hardship, I will discuss my situation with the Pastor to create an alternative plan that may include community or church based groups, one-on-one mentoring, or other affordable venues.

ADDITIONAL GUIDELINES/RESTRICTIONS/DETAILS

THESE ARE EXAMPLES ONLY! Depending on the offender, and/or the specific conditions of probation or parole, you may need to add addition stipulations.

- I agree to meet my Supervisor promptly in front of my house at 10:45 a.m. on Sunday mornings. The Supervisor will pull up in front of my home and use the car horn to announce his/her arrival. I understand that they will wait a maximum of 5 minutes. If I am unable to meet the time schedule on a given morning, I will not be able to attend church that morning.
- I agree NOT to personally contact the Supervisors or members of the Supervisory Committee. A Supervisor, XXX, or YYY will contact me with any pertinent information concerning a change in the schedule or program.
- I understand that **No Contact with** children includes verbal, emotional and physical contact, and mental grooming.
- I will remain within 5 feet of my Supervisor at all times while in the church facility.
- I will only use the private bathroom on the main (Sanctuary) level of the church.
- I will sit in the balcony of the Sanctuary, organ side, closest to the window wall.
- If I want to attend a special service held at a time other than 11:00 A.M. on a Sunday morning, that request can be made to the Supervisor who in turn, will alert a member of the Supervisory Committee. This decision would be made by the committee in consultation with Session. I understand that all conditions and guidelines remain the same for special services.

I agree to honor and abide by this covenant. I understand the violation of the covenant may result in additional restrictions, or in termination of my participation at worship services.

I acknowledge my responsibility to be a faithful participant in this program.

Signature _____
(XXXX name of offender) Date

Signature: _____
(XXX name of pastor or designee for church) Date

Copy to Parole Officer (if applicable)
Copy to Church Supervisors