



ST. PAUL LUTHERAN CHURCH

ROOTED AND GROWING

Child/Youth Protection Policy

Adopted January 2020

(last revised: Jan 28, 2020)



Table of Contents

Section

Introduction:

- Theological Statement p.3
- Policy Purpose p.4

Section 1: General Information

- Definition of Child Abuse and Legal Terms p.5
- St. Paul Terms used in this Child Protection Policy p.8
- The role and function of the Child Protection Committee p.10

Section 2: Approved Adults, Safety Guidelines, Permissions

- Guidelines for selection of Approved Adults p.11
- Required Certifications p.12
- Record-Keeping p.15
- Safety Guidelines for Protection p.16
 - Two Adult Rule
 - Visibility
 - Bathroom/Diapering
 - Empty Rooms
 - Expressions of Affection & Discipline
- Permission Slips & Medical Forms p.19
- Transportation of children/youth p.19
- Nursery Policy p.20
- Key Policy (see appendix) p.20

Section 3: Responding to and Reporting Suspected Child Abuse

- Mandated Reporting p. 21
- Reporting and Documenting Suspected Abuse p. 22
- Response to Allegations, Admissions or Criminal Charges p. 26
- Violations of this Child Protection Policy p.26

Section 4: Education and Training p. 27

- Policy location and accessibility
- Training Requirements for staff and volunteers
- Education Sessions for Parents and Children
- Use of Facility by Outside Organizations p. 28

Section 5: Sexual Offenders at St. Paul

- Welcoming known sexual offenders on-campus p.29
- Supervision training p.31

Appendix p. 32+



ST. PAUL LUTHERAN CHURCH
ROOTED AND GROWING

Safe Child/Youth Policy for St. Paul Lutheran Church

(In blue: St. Paul's team has written specifically for St. Paul)

Theological Statement

St. Paul Evangelical Lutheran Church in Lititz, PA is both a **place** and a **people**: a *place* where all of God's children are welcomed, and a *people* who are fed and forgiven in the name of Jesus Christ. As both a *place* and a *people*, St. Paul's congregation boldly identifies as "***Rooted and Growing***"! *Rooted*, the people of St. Paul stand firmly in the Word of God, the following of Jesus and the gifts of the Holy Spirit. *Growing*, the people of St. Paul's walk freely in the Grace of God seeking God's will in daily life. St. Paul's iconic building is *Rooted*, prominently serving the community for many years as a sanctuary, school and social place. The building is also *Growing*, receiving updates to meet the needs of the community. St. Paul Lutheran Church intends for the physical property (*place*) as well as its collective gifts (*people*) to glorify God and care for God's children.

The mission of St. Paul Church's ministry with children and youth is to provide infants to 18-year-olds and their families with biblical *Roots* and opportunities to *Grow* in faith. Protection for these minors in our *place* and with our *people* is our Christian duty. St. Paul's mission statement describes our *place* and *people*: **we grow loving relationships with Jesus and one another to serve the world**. This Child Protection Policy fits into this mission by:

Worshipping God Vibrantly! When we gather to worship, we gather around the Sacraments. To receive Holy Communion, we confess our sins – for what we have done and for what we have left undone – acknowledging that we all fall short of caring for others as we ought. St. Paul's people recognize that abuse exists in this sinful world, and that any hurt is not part of God's intention for creation. Around the Table, we are fed with forgiveness. When we gather to worship, we also celebrate Baptisms. Claimed by Christ in the water and Word, we are reborn beloved and holy. Every life is therefore a precious gift deserving of care and respect. Baptism also imparts to us the Holy Spirit, who calls us to serve and live in community. In these Sacraments, we experience God's loving desire for all of creation to be valued, loved and welcomed. St. Paul Lutheran Church will protect children, strengthened by the Sacraments.

Nurturing Faith Intergenerationally! We grow in faith through God's Word. In the Holy Bible, we are compelled by Jesus' command to love God and our neighbor (Matthew 22:36-40) with the utmost compassion, care and concern. God's Word guides, directs and inspires us. From it, our gift of faith is broadened into a worldview of peace and compassion for all. St. Paul Lutheran Church will protect children, grounded in the Word of God.

Equipping Servant-Leaders Boldly! We serve because of the Holy Spirit. The gifts given to each individual by the Spirit make us influential in the good work of the Gospel. These gifts produce advocates, protectors, and caregivers for all our neighbors. Using our gifts, we serve the community when we uplift the value of life and show respect for each person. St. Paul Lutheran Church will protect children, called and equipped to serve the needs of our community.

Purpose for our policy

Rooted and growing, we value the safety of every part of St. Paul's **place** and **people**. The purpose of this policy is to ensure the protection and security of this place and people through best practices and legal regulations. St. Paul's ministry with children and youth begins with a safe environment and capable leaders. In an effort to promote this safety, the congregation binds itself to the Child Protection Policy described in this document. This document describes our intent:

- To guard the name of our Lord Jesus Christ.
- To provide a safe environment for children/youth at St. Paul Evangelical Lutheran Church from abuse in all areas of a child's life.
- To protect children/youth from abuse on the property of St. Paul Evangelical Lutheran Church and other areas of a child's life.
- To protect our child/youth workers from being suspected or falsely accused of wrongful behavior toward a child.
- To ensure our church community embraces survivors of abuse.
- To wisely welcome those convicted of abuse into worship and Christian community.
- To lower our church's legal risk.

Important Notice regarding St. Paul's CELC

St. Paul Evangelical Lutheran Church houses, as an extension of our ministry, the Christian Early Learning Center (CELC) for children aged 6-weeks to 6th grade. The CELC is licensed by the state of Pennsylvania and is a STAR 4 program. As such, the CELC follows state child care regulations and the additional STAR 4 requirements for child safety. St. Paul church is aware there may be circumstances that require the CELC to vary their Safety Procedures from what is stated in this policy. A CELC safety policy is available to all CELC families and upon request.

***Safe Child Team**, meeting April-November 2019 to write this policy: Deacon Emily Myallis, CELC Director Karen Schaeffer, Don Drenner, Jenn Maryniak, Carolyn Masey and Jim Hoffer. Many thanks to them for their decision to child safety!*

Approved by council – Nov.12, 2019.

Section 1: General Information

▼ **REQUIRED LANGUAGE Do not change this (PA law)**

CHILD ABUSE AS DEFINED UNDER PA CHILD PROTECTIVE SERVICES LAW (CPSL)

Although this policy focuses primarily on child sexual abuse, all forms of child abuse are prohibited, reportable and are included under this policy.

DEFINITION OF ABUSE

Definitions of abuse from the **Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63], as amended December 2013, to be effective December 31, 2014)**, as follows:

Intentionally, knowingly or recklessly doing any of the following:

1. **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).
 - Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - Forcefully shaking a child under one year of age.
 - Forcefully slapping or otherwise striking a child under one year of age.
 - Interfering with the breathing of a child.
 - Causing a child to be present at a location while a violation of 18 PA.C.S. §7508.2 (relating to operation a methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
2. 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.
3. **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.

4. **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.
5. **Causing the death** of the child through any act or failure to act.
6. **Trafficking:** Engaging a child in a severe form of trafficking in persons or sex trafficking. The term "sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.
- Trafficking includes:
- (1) 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
 - (2) 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.
7. **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:
 - (i) 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.
 - (ii) 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.
 - (iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - (iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
- This 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.

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:

- 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.
- Has been determined to be a sexually violent predator under 42 PA.C.S. §9799.24 (relating to assessments) or any of its predecessors.
- 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) Institutional sexual assault, as defined in 18 PA.C.S. § 3124.2 (relating to institutional 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).

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

Additional Legal Definitions

▼ REQUIRED LANGUAGE Do not change this (PA law)

Adult – An individual 18 years of age or older.

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.

Direct contact with children - The care, supervision, guidance or control of children or routine interaction with children.

Routine interaction – Regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.

Mandated Reporter - Effective 12/31/14, 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, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” 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.” **This includes volunteers, as well as staff.** These adults are known as “mandated reporters.” (as defined **CPSL Title 23 PA.C.S. Chapter 63**)

Certifications – (formerly called Clearances or Background Checks) See section 2 for explanations.

TERMS USED IN THIS POLICY

▼ St. Paul definitions/roles:

Pastor(s) – a called and ordained minister to the congregation.

Approved Adult – anyone 18 years of age or older who has satisfied the requirements of the Child Protection Policy. An Approved Adult can be an employee or a non-employee of the congregation, and is considered a mandated reporter if the person is 18 or older. Mandated reporters are required to report directly to authorities when abuse is suspected. Approved Adults are required to have state-specified screening/certifications. (See Section 2 of this policy for certifications, and Section 4 for mandated reporting procedures.) Approved Adults include, **but are not limited to:**

- a) All employed staff of St. Paul Lutheran Church
- b) All employees and regular volunteers of St. Paul’s Christian Early Learning Center (CELC)
- c) Sunday School & Confirmation teachers
- d) Vacation Bible School teachers, volunteers and helpers
- e) Youth group leaders, assistants and chaperones
- f) Children’s choir director and assistants
- g) Nursery volunteers
- h) Child Protection Committee members

Person in Charge or Designee: Effective 12/31/14, the “Person in Charge of the Institution or their designee” is 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 St. Paul Evangelical Lutheran Church is **the Senior Pastor, assisted by the Chair of the CPC (see below)**.

Youth Volunteer – anyone **less than 18 years of age** who works under the supervision of an Approved Adult.

Adult Volunteer– a person who may or may not be a member of the congregation and who has a specific talent or experience to share with children/youth at a particular event/class. An Adult Volunteer’s opportunity is temporary and must be supervised by Approved Adults.

Child Protection Committee (CPC) – **the team that implements and enforces this Child Protection Policy.**

Children’s Ministry Director – the Chair of the Child Protection Committee (CPC).

Personnel Committee – St. Paul’s council-authorized team of people who maintain the St. Paul Employee Handbook, assist in hiring and oversee employment issues.

Children, Youth and Family Team (CYF) – St. Paul’s council-authorized team of people who meet regularly to plan ministries for children/youth and support the CYF church staff.

The Child Protection Committee (CPC) -

The CPC shall consist primarily of **the “Children, Youth and Family Team” of St. Paul Lutheran Church**: the Children’s Ministry Director, the Youth Ministry Coordinator, a Confirmation Leader, a Congregation Council designee, and at least one member appointed at large (ideally, a parent of a current St. Paul child or youth). The Senior Pastor is also invited to attend CYF meetings, specifically those addressing a Child Safety issue. Additional members could include a Safety Committee member and the Nursery Coordinator.

This Committee will, **in regards to Child Safety**:

1. Implement and enforce this Child Protection Policy.
2. Review and make recommendations to the **Congregational Council** for revising congregation policy regarding the safety of our children/youth.
3. Provide/arrange for training for all staff and approved adults working with the children/youth regarding child abuse and the Child Protection Policy.
4. Maintain a list of Approved Adults and disseminate within the church community.
5. Monitor Approved Adults to ensure that policies are being followed.
6. Keep **Congregational Council and the Senior Pastor** apprised of all activities of the committee.
7. Be kept apprised of investigations.

The CPC Chair will be the Children’s Ministry Director who has been hired by the Personnel Committee and approved by the Congregation Council. With leadership from **the Personnel Chair & Senior Pastor** when it includes St. Paul Church Employees, and the CPC chair will:

1. Review all applications.
2. Collect and forward requests for certifications, with cover letters, to PA State Police and PA Department of Public Welfare; as well as FBI Fingerprint Background check for staff, and volunteers who haven’t been residents of Pennsylvania for ten years.
3. Determine whether subject is eligible for employment or as volunteer based on result of certifications and other factors. Certain convictions or founded CPS reports will result in automatic denial of placement in work with children. (See Appendix forms Approved Adult - Review of Application and Certifications and Approved Adult - Review of Disqualifications for Application.)
4. Maintain all certifications.
5. Receive and process reports of suspected abuse **with the Senior Pastor**.
6. Make available, upon request of an individual, his/her certification reports.
7. Call meetings as often as needed, but no less than once each year.

Section 2

Approved Adults, Certification, Safety Guidelines, Permissions

To protect the children/youth in our care, the following guidelines are established for those who desire to work with children/youth less than 18 years of age.

Statement of Restriction: *Any person who may pose a threat to children or youth will be prohibited from working/volunteering/leading any St. Paul Lutheran Church ministry involving children or youth.*

Approved Adults must: (All 5 items required)

1. Be a member of St. Paul Evangelical Lutheran Church with at least 6-months of activity at church.
2. Complete an Approved Adult application form. Two references will be contacted by St. Paul.
3. Complete required certification forms.
4. Attend a standard initial training session.
5. Sign and comply with the Child Protection Covenant.
6. Once accepted as an Approved Adult, notify the Senior Pastor (who will then alert the CPC Chair) if arrested or convicted of an offense that would constitute grounds for denial of employment or volunteer work with children, or named as a perpetrator in an founded or indicated report of abuse (See Appendix Form **Review of Legal Disqualifications**). Such notification is required within 72 hours under PA law.

Required Application Forms to Become an Approved Adult

The following forms are located in the Appendix:

Forms listed below are used to apply to become an approved adult

1. Approved Adult Application ◀St. Paul version
2. Pennsylvania State Police Request for Criminal Records Certification Form ◀Standard form
3. Pennsylvania Child Abuse History Certification Form ◀Standard form
4. Consent/Release for return of Child Abuse Certification to Church ◀Standard form
5. FBI Fingerprint Record Check required for employees; and required for volunteers who have not lived in PA for the past 10 years and who don't have a prior FBI check ◀electronic only!
6. Disclosure Statement for volunteer or employee ◀Legal requirement

Forms listed below are used after clearance results are received

7. Approved Adult - Review of Application and Certifications ◀St. Paul version
8. Approved Adult – Review of Legal Disqualifications for Application in PA ◀Legal requirements, but may be made stricter. See notes in Appendix form.
9. Letter of Acceptance as an Approved Adult ◀St. Paul version
10. Child Protection Covenant ◀St. Paul version

Note: See the St. Paul Employee Handbook for the Employee Versions of some of these forms.

Required Certifications

▼ REQUIRED POLICY LANGUAGE - Do not change

All adult church 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,” are required by the Child Protective Services Law (CPSL) to obtain certifications (previously called background checks or clearances). The staff member supervising each volunteer or employee is legally required to obtain these certifications, and is subject to prosecution for deliberately failing to do so. In compliance with this law, **St. Paul Evangelical Lutheran Church** requires **all employees** (regardless of job description) as well as volunteers who work directly with children and youth to obtain the following certifications **before working with children/youth**:

- Child Abuse History Certification Form (CY-113)
- Pennsylvania State Police Request for Criminal Record Check Form (SP4-164)
- FBI Fingerprint Record Checks:
 - Employees must obtain the fingerprint record regardless of duration of residence in PA.
 - Volunteers who have not lived in PA for 10 years are also required to get the FBI fingerprint records check if they haven’t previously done so for other volunteer service or employment. Any volunteer not a resident for the past 10 years need not repeat the FBI fingerprint record check; this only needs to be done once.
- Currently, FBI Fingerprint Record Check information may be obtained via IDEMIA; see <https://www.identogo.com/> to locate a fingerprint processing center near **St. Paul Evangelical Lutheran Church**. **St. Paul will pay for and arrange this fingerprint appointment for employees.**
- Disclosure Statement: Applicant must swear or affirm in writing (included in the Approved Adult Application) that he/she is not disqualified from employment or service 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.

*See Review of Legal Disqualifiers – Appendix form

Frequency of Certifications:

All **employee** certifications, including FBI fingerprint checks, must be obtained every 60 months or as otherwise required by state law.

All **volunteers** (directly working with children) are required to have certifications every 60 months or as otherwise required by state law.

Employees returning after a break in service of more than one (1) year will be required to obtain new certifications.

Previous Certifications:

Certifications obtained for employment may be transferred to other volunteer service, as long as they are current, defined as given within the last 60 months. St. Paul retains a copy for the files.

Certifications obtained for volunteer service may be transferred to other volunteer service, defined as given within the last 60 months, but may not be transferred to employment. St. Paul retains a copy for the files.

Renewal date is from the oldest current certification.

Certifications may be obtained electronically, rather than completing and mailing paper forms.

- If application for certification is filed directly by the applicant, the applicant shall provide the **CPC Chair** with access to the electronic record of results, or a printed certification.
- If application for certification is filed by the church, the **CPC Chair** will receive results of the certification directly, and provide a record of the results to the applicant.

Prospective employees “14 years of age or older applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child’s welfare or having direct contact with children” must obtain certification as a condition of employment, but may transfer current certifications from other employment. This would include (for example) a Christian Education Director, Youth Pastor, and other church staff expected to have regular contact with children. Direct contact with children is defined by statute as, “the care, supervision, guidance or control of children, or routine interaction with children.” Employees are required by the CPSL to obtain certifications and sign a swear or affirm statement.

In addition to requiring certifications for volunteers who meet the definition of mandated reporter, certifications are **also required of other individuals who have direct or routine contact with children.** Examples would include parent volunteers for a field trip. These people are not considered “approved adults” under this policy, but do require the above certifications.

Independent Contractors working with children who meet the definition of mandated reporter must have all required certifications.

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 **St. Paul Evangelical Lutheran Church** with copies of the required certifications dated within the last 60 months. See appendix for “Contractors, Employees of Contractors and Sub-Contractors Policy.” A copy of this form is kept in the church office to be given to Contractors.

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 ALL of the following conditions are met:

- Applicant has applied for all required certifications and employer has copy/documentation of completed request
- Employer has no knowledge of anything that would disqualify the applicant {§6344(C)}*
- Applicant swears or affirms in writing he/she is 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. (See PA Disclosure Statement for Employees.)
- 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.

If the information obtained via the required certifications reveals that the applicant is disqualified from employment, the applicant shall be immediately dismissed.

*see Review of Legal Disqualifiers – Appendix form

SPECIAL CIRCUMSTANCES

Non-Resident Volunteer Certification

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 or are to work on a specific project working with children, 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.” Under PA law, the short-term volunteer must provide documentation of certification from employment or other service in the state where he/she lives which would allow work with children in that state. For internal purposes, the Non-Resident Volunteer Form (see appendix) should be completed, and that form, along with the certification documents provided, will be sufficient to allow the volunteer to work with children in this church for that short time.

Exchange Visitor

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 Swear or Affirm Statement.

Minor Employee

“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 only required to submit the 2 state certifications,

1. If the individual has been a resident of Pennsylvania for the last 10 years or has already received FBI fingerprint certification and
2. 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. (See Swear or Affirm Statement)

Specific to St. Paul:

RECORD-KEEPING

Applications and related forms **for Volunteers** will be locked in a confidential file under the jurisdiction of the **CPC Chair/ Children's Ministry Director**.

Applications and related forms **for Employees** will be locked in a confidential file under the jurisdiction of the **Senior Pastor**.

Certifications are confidential and will only **be made available to a pastor under "call" to the congregation, to the chair of the Child Protection Committee, and to the applicant.**

The CPC Chair with the Senior Pastor is responsible for maintaining records and following these steps:

1. Create and maintain a master list of all personnel and volunteers who have regular contact with children in the course of their work.
2. Determine which reports you possess, and note the dates of the reports on the list;
 - For staff and volunteers who have the required certifications and those reports are less than 60 months old, no new reports are required until 60 months from the date of the existing certifications.
 - For such personnel and volunteers who do not have the required certifications, or in cases where the required certifications are over 60 months old, new certifications are required.
3. Note on the list when the certifications need to be renewed, and note on the list the date 60 days before to initiate the process of obtaining renewed certifications;
 - New certifications are to be obtained every 60 months from the date of the existing certifications.
 - New certifications are required for all personnel who have had a one (1) year break in continuous service.
 - **Volunteers with a one (1) year break in continuous service need only sign a new disclosure statement upon return to working with children.**
4. Retain copies of all certifications, even ones that are superseded by renewed certifications, in confidential locked files; or if certifications are obtained electronically ensure digital records are strongly password protected with limited access.

Record Retention and Management

Because any records pertaining to children and youth, and staff/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 church. This includes child and youth registration and permission forms, as well as staff and volunteer certifications. Such records should only be destroyed with the written approval of the CPC, and in accordance with the state statute of limitations related to sexual abuse of minors. In PA, the 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. The PA CPSL does not have a requirement for how long records should be kept. Records may be digitized and stored electronically, in an appropriately secure, password-protected manner.

▼ REQUIRED LANGUAGE

Safety Guidelines for Protection of Children and Youth

St. Paul Lutheran, Lititz is committed to creating a safe and healthy environment in which young people can experience God's love. It is the policy of the church to provide adequate supervision for all classroom activities. To ensure that a nurturing Christian environment for children/youth is maintained within the congregation, to protect children/youth who participate in activities sponsored by the church from sexual, mental, and/or physical abuse, and to protect the congregation's members from false allegations of abuse, the congregation has adopted the following policy:

- 1. Child Abuse Prohibited:** Those who accept the special responsibility of working with the congregation'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 congregation'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.

▼ blue text is specific to St. Paul:

- 3. Two Approved Adults Rule:** Two Approved Adults **must** be present during any church sponsored children/youth activity.
These two Approved Adults in a group of children or youth should not be members of the same family. *If the Approved Adults are related, they will be made aware of the risk by the CPC Chair. In this case, it is ideal if a third Approved Adult serves with the related adults.*
In a large group with multiple Approved Adults, family members should serve with unrelated adults.
In some instances where unforeseen circumstances result in two Approved Adults not being present (for example, an unexpected absence of a teacher on a Sunday morning) **a designated Approved Adult will circulate outside the classroom area or be within easy reach** to provide assistance if needed.
In a mixed group, whenever possible, a male and a female Approved Adult should be present.

A **Premise Monitor** will be made available as often as possible, especially on Sundays during the Sunday School hour. This will be an Approved Adult tasked with monitoring hallways and classrooms.

Rule of Three: If the "Two Approved Adults" Rule cannot be made possible, the "Rule of Three" **must be** substituted: at least three individuals (one of whom is an Approved Adult and the other two are over the age of 5) must be present at the church-sponsored activity/space.

Youth Volunteers (youth under age 18 caring for children up to age 12) or occasional care assistants may work under the supervision of Approved Adults.

- 4. 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, door 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.

No volunteer/employee working with our children shall place him/herself in a compromising situation by being alone with a child or children out of sight of others. If for any reason, a teacher or aide is left alone in a classroom, the classroom door shall remain ajar.

Because abuse is sometimes perpetuated by an older, stronger child/youth, do not send two children/youth with a four or more year age difference to an isolated setting, e.g., bathroom, tent, empty classroom.

- 5. Bathroom, Diapering and Changing:** In general, children should be encouraged to use the bathroom before and after classes or other activities. In this way parents can assist as needed.

If a child needs assistance in the bathroom, be aware of ensuring visibility and the child's privacy, e.g., adult stands holding public bathroom door open while child enters toilet stall alone.

Diapering: An approved adult must be present when clothes or diapers are being changed. Keep visibility a priority. A parent can also be recruited to change clothes or a diaper.

Two and Three Year Olds: An approved adult must accompany children to and from the bathroom and inform another adult when this takes place. The adult will assist the child only when necessary. If assistance is needed, the adult must leave the stall door open.

Preschool: An approved adult must accompany preschoolers to the bathroom. The adult will remain outside the stall. If assistance is required, the approved adult should encourage independence but can assist with minimal tasks if necessary (belts, snaps, etc.). The door must be open.

*Children in **grades 3-12*** can use the bathrooms unescorted, provided they return within a reasonable time frame. This privilege can be granted or rescinded at the Approved-Adult Leader's discretion.

Undressing/Changing: If a child needs assistance with dressing, undressing or cleanup, two Approved Adults should be present. If a child needs assistance with dressing, undressing or cleanup, and only one Approved Adult is available, the door to the room shall be left open.

If anything unusual occurred during assistance, the parent will be notified at pickup.

6. **Empty Room Policy:** After an activity, check rooms to ensure that all participants have vacated the room.
7. **Expressions of Affection:** True expressions of affection toward children/youth can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child/youth or a pat on the back can be a small but significant act for both the adult and the child/youth. That being stated, adults must use caution and common sense when physically expressing affection toward children/youth.
 - a. Respect a child's/youth's refusal of affection
 - b. Be aware of appropriate hand placement. A child/youth or an observer could misinterpret a pat on the bottom or a bear hug. Note that a touch on private areas, those areas covered by a bathing suit; or a kiss on the mouth is inappropriate.
 - c. Discipline of any type involving physical contact is not permitted.
8. **Discipline:** Limit-setting is directed toward maximizing the growth and development of the children and for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate disciplining. Verbalize to the child when he/she is behaving in an appropriate manner. Redirect a child who is misbehaving. If a child is repeatedly displaying inappropriate behavior, and redirecting has not worked, and talking to the child has not worked, then the parent will be notified. The teacher will pass on information of repeated inappropriate behavior to the **Children's Ministry Director**. **No one shall:** use corporal punishment, including spanking, humiliation or verbal abuse.

▼ Specific to St. Paul:

Permission Slips, Overnight Activities, Transportation

1. Permission Form:

General-Children/youth must have permission to participate in activities. Parents/guardians need to complete and return a Child and Youth Registration form upon joining St. Paul or participating in St. Paul ministries. This form includes pertinent medical information and emergency phone numbers, a medical release, and general permission for field trips. These forms will be updated annually and filed/locked in the **Children Ministry Director's or Youth Ministry Coordinator's** office. (see appendix)

Medical Release Forms for field trips: All children/youth participating in a field trip through St. Paul must have a Medical Release Form on file before they will be allowed to participate.

- A copy of the completed form will be kept on file in the **Children's Ministry Director's or Youth Ministry Coordinator's office**.
- Each time a field trip or overnight event occurs, the original must be taken with an adult leader while a copy remains in the Church office.

Specific-Children/youth must have permission to participate in any overnight activity or any activity that takes place away from church property. The permission must be written, signed by a parent or guardian, and must identify the activity in which the child/youth will be participating. The Senior Pastor, CPC Chair, and/or person designated by the Senior Pastor/CPC Chair may waive the requirement for permission slips where a permission slip serves no useful purpose (for example when a child/youth is accompanied by his or her parent or guardian to the activity). (see appendix)

- ### 2. Overnight Activities:
- Overnight activities involving children/youth shall be chaperoned by at least two Approved Adults. Boys and girls will sleep in separate areas. If the minimum level of supervision cannot be achieved, the activity must be cancelled; this may result in the loss of deposit fees for which the church cannot be responsible.

Showers: In the event of an overnight activity or circumstance at the church where children/youth shower and the only facilities are open showers, separate times for youth and adults should be scheduled. They should not shower together. There should be two approved adults serving as shower monitors. Swim suits may be required in some instances.

- ### 3. Transportation of Children/Youth:
- When children/youth are transported for church activities they shall be transported in groups under the Two Adult or Three Adult rule (see page 16).
- ### 4. Personal Vehicle Transportation.
- To transport children/youth in a personal vehicle, the driver must be 21 years of age or older. Drivers must have a copy of their driver's license, registration, and proof of insurance on file in the **Children's Ministry Director's office or Personnel file**. Anyone who has had their license revoked or suspended within the past five years will be ineligible to drive for youth activities. Approved drivers may be restricted at the discretion of the CPC.

NURSERY PROTECTION GUIDELINES

The nursery of **St. Paul Lutheran, Lititz** is designed to provide a place of safety and caring for our youngest church-goers, while allowing their parents to worship. As such, the following policy is designed to protect the children, parents and volunteers who participate:

1. Parents will complete a **Nursery Registration/Medical Information & Release form** when the child first enters care and will also receive a copy of the **Nursery Guidelines for Parents**. (see appendix)
2. Parents should sign children in and out in a log book or **Nursery Sign-In Sheet** each time children are delivered to care, and children will only be released to those listed on the **Registration** form. (see appendix)
3. 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.
4. Discipline Plan: Positive reinforcement is the major tool of appropriate discipline. Volunteers will verbalize to the child when she/he is behaving in an inappropriate manner. Volunteers will redirect a child who is misbehaving. If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery. Nursery volunteers **WILL NOT**:
 - Use corporal punishment, including spanking
 - Subject children to cruel or severe punishment, humiliation or verbal abuse
 - Deny any child food as a form of punishment
 - Punish any child for soiling, wetting, or not using the toilet.
5. If a child needs to proceed to the bathroom, an approved volunteer shall accompany him/her. Stay outside the door and let the child use the toilet. If help is needed with wiping or dressing, help the child while keeping the door to the bathroom open. Encourage the child to wipe him/herself. Let the parent know that the child used the toilet and whether or not assistance was needed. Help the child wash his/her hands thoroughly with soap and running water. Wash your own hands. If a problem arises when a child needs to use the toilet, a parent will be contacted.
6. Children should be picked up in time for Holy Communion, and be “checked out” in the log by a parent or a person designated on the emergency contact form.
7. At least one parent/guardian shall remain in the church while the child is in the nursery.
8. Should an incident occur that results in physical injury, parent(s) and the Children’s Ministry Director will be notified and an incident report will be completed.

KEY POLICY

St. Paul’s Key Policy and Key Agreement are attached to this policy (see appendix). The Key Agreement must be signed before receiving a St. Paul key to any door. Signers commit to not using any part of St. Paul’s property to be alone, particularly in an unobservable space, with a child other than their own.

Section 3

▼ **REQUIRED: Do not change this**

REPORTING SUSPECTED CHILD ABUSE

HOW “MANDATED” REPORTING WORKS IN PA

Anyone may report suspected child abuse. However, 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, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” and “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.”

St. Paul considers **all church employees** mandated reporters.

Volunteers who accept the responsibility of caring for children (“Approved Adults” under this policy) are also considered mandated reporters under the CPSL beginning December 31, 2014. 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, adult ministry volunteers) are not considered mandated reporters unless they supervise those who are.

WHEN TO REPORT

The CPSL stipulates that a report is required when:

- 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;
- 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, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child; and,
- The mandated reporter has reasonable cause to believe that a child under the care, supervision, guidance or training of the church or the reporter, has been abused. **The following two items require a report, regardless of whether the child is under the care of the reporter, or the church:**
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Examples of children considered by the CPSL to be **under the care or supervision of a church** would include pre-school or other students, children enrolled in child-care programs, children being “babysat” during worship services or gatherings, children participating in educational, sports, music, recreational or other church ministries such as summer camp, Bible school, youth group, etc.

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, school teachers, family friends and other children. If neither the victim nor the alleged offender is connected with the church, the mandated reporter does not need to notify the church or complete internal church policy requirements.

A mandated reporter need not be able to determine who is responsible for the abuse.

A mandated reporter need not make a first-hand observation of the suspected child abuse victim.

The CPSL specifically grants legal immunity to any individual who, in good faith, makes a report of suspected child abuse. 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.

The new law also specifically preserves previous law on confidential communications to clergy, but that is a very narrow exception that rarely applies beyond the Catholic confessional. Persons being counseled by church staff should understand that reporting of child abuse is required by law.

REPORTING and DOCUMENTING SUSPECTED ABUSE – Overview

PA law is noted with (LEGAL requirement) in this section

An overview of the action steps and the sequence in which they must be taken is provided below, with details in the following section of policy. Again, if neither the victim nor the alleged offender is connected with the church, the mandated reporter does not need to notify the church or complete internal church policy requirements.

First: The mandated reporter must “immediately” report to ChildLine. (legal requirement)

Second: The reporter must then “immediately thereafter” inform the **Senior Pastor or CPC Chair** a report has been made. (legal requirement). **The Senior Pastor and CPC Chair will communicate this report to one another. This policy requires that both the Senior Pastor and CPC Chair be made aware of all reports and findings. A reporter need only inform either the Senior Pastor or CPC Chair, but then the information will be shared between the Senior Pastor and CPC Chair. Hereafter, this policy will use “Senior Pastor/CPC Chair” to indicate their work together.**

Third: The reporter must complete an internal Child Abuse Incident Report and give it to the **Senior Pastor/the CPC Chair**. (policy requirement; see appendix)

Fourth: The reporter must complete and file a written CY47 report with local CPS within 48 hours after making an oral report to ChildLine. An electronic report does not require a written CY47. (legal requirement; see appendix)

Fifth: The reporter must provide a copy of the CY47 report to the **Senior Pastor/CPC Chair** along with documentation of when it was filed. (policy requirement)

Sixth: The Department of Human Services (DHS) will 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. The reporter will then inform the **Senior Pastor/CPC Chair** of the results. (policy requirement)

Seventh: The **Senior Pastor/CPC Chair** 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)

REPORTING & DOCUMENTING SUSPECTED ABUSE –Detail

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, church staff member, 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 (ChildLine) as required by law.** The legal reporting obligation is met by contacting ChildLine, either electronically or by telephone. However, as of 12/31/14, 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.

The legal obligation of the mandated reporter as of 12/31/14 (including volunteers, i.e., "Approved Adults") is to "REPORT IMMEDIATELY" to ChildLine and immediately THEREAFTER notify the **Senior Pastor/CPC Chair**. The mandated reporter must provide his/her name, telephone number and email address when making the report to ChildLine.

The reporter shall then document the suspected abuse by completing a **Suspected Child Abuse Incident Report**. (See Appendix). The **Senior Pastor** will then have the responsibility for facilitating the cooperation of the church with the investigation of the ChildLine report.

The Senior Pastor will involve the CPC Chair in this process.

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 has occurred for some clarification solely in order to determine if there is cause to believe abuse may have occurred.

Detailed interviews and extensive questioning with the child and/or the alleged abuser should be conducted by legal authorities, not 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.

Following the required oral or electronic notification to ChildLine, the Children and Youth agency in your county may also be contacted by the **Senior Pastor, CPC Chair**, or the 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.

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 **Form CY-47** (See Appendix), based on the mandated report and Suspected Child Abuse Incident Report of the Approved Adult or volunteer and send it your County agency. If the original report was electronic, the follow up report is not needed.

The reporter shall notify the **Senior Pastor/CPC Chair** of the date the written report on Form CY-47 was sent, and provide a copy for the church records. The staff person so notified may also report reasonable suspicions directly to ChildLine; however, such a report does not relieve the obligation under this policy of the original reporter to inform the **Senior Pastor /CPC Chair** and complete an Incident Report. The initiative for investigating alleged abuse resides with the Department of Human Services (DHS) and/or law enforcement, and shall not be carried out by the congregation. There is no requirement that multiple reports of the same alleged incident(s) of abuse be filed by the church.

All allegations of child/youth abuse or serious physical neglect will be taken seriously by the pastor(s), **Church Council**, and the Child Protection Committee. 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 the Church office.

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.**

FOLLOW-UP, INVESTIGATION, DOCUMENTATION

1. Following placement of the call to report suspected abuse to ChildLine, the **Senior Pastor with the CPC Chair** will inform the parent (provided that **neither** of the custodial parents is suspected of abuse), **being careful not to reveal the identity of the mandated reporter. If the alleged abuser is a custodial parent, or resides in the same household as the child, his or her first contact about the allegation should come from either Child & 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. The alleged abuser will be removed from any position in which he or she has supervisory authority over children pending the completion of the investigation.
3. The insurance company and **Synod** 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 church property, or if the abuse involved a volunteer caregiver. The alleged abuser will have his/her ministry restricted to exclude contact with children immediately; and if employed by the church, may be placed on **paid or un-paid** leave for a designated period of time during the investigation.

4. The Department of Human Services has 3 days from the date it receives the “results” of the investigation based on the report to inform the mandated reporter (NOT the church) as to:
 - the final status of the child abuse report, in other words, whether it is indicated, founded or unfounded and
 - any services provided, arranged for or to be provided by the county agency to protect the child.

In accordance with this policy, the mandated reporter will share the above with the [Senior Pastor/CPC Chair](#) as soon as practicable after receiving results from DHS. Investigations are to be concluded by CPS in 30 or 60 days. The [Senior Pastor/CPC Chair](#) will indicate in the space provided on the Suspected Child Abuse Incident Report the date that the mandated reporter provided the information (if applicable) and file any documentation with the report.

5. If an incident is reported that does not rise to the level of making a mandated report, the Child Advocate will inform the child’s parent(s) or guardian(s) of the concern and document the meeting.

SHARING INFORMATION

1. The extent to which information will be shared with the congregation will be determined by [Senior Pastor, the Church Council, and the CPC](#) and others as appropriate. The input of the [Conference and/or Synod](#) may be sought, and especially if pastoral staff is involved, may be consulted in making this decision. **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. The Congregation Council will authorize the [Senior Pastor](#) to act as the official spokesperson for the congregation. Only the authorized person or persons may speak for the congregation to the news media, government agencies, attorneys, or others.

CONTINUING THE MINISTRY OF THE CHURCH

1. Pastoral support will be offered to all parties involved, including those who have made the complaint, the alleged abuser, the families of both, and the congregation. Decisions about how this support will be given will be made [by pastoral staff, CPC, and the Church Council](#).
2. If the allegations involve pastoral staff, the ministry of the church will need to be maintained while the issue is being addressed. Decisions regarding how this will be accomplished will be made by the Church Council with assistance from the [Synod](#).

RESPONSE TO ALLEGATIONS/ADMISSIONS; OR CRIMINAL CHARGES

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 Child Protection Committee (CPC) from working with children/youth in the congregation. Persons who admit to a 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 congregation.

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 transgressed, 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. An Approved Adult or staff member who is under investigation for alleged abuse, or criminally charged for an offense involving a child is required to notify the CPC or a supervising staff member as soon as the investigation begins.

The CPC may temporarily or permanently disqualify any person(s) from working with children/youth, as the committee deems appropriate. Effective 12/31/14, certain offenses automatically disqualify anyone from working in a paid or unpaid position with children. (SEE APPENDIX FORM: Approved Adult - Review of Legal Disqualifications for Application)

VIOLATIONS OF CHILD PROTECTION POLICY

Alleged violations of the policy, other than abuse, shall be immediately reported to the CPC Chair who will report it to the Senior Pastor and the President of Congregation Council, if deemed appropriate. The Child Protection Committee will investigate the alleged violations of the policy. If a person(s) is found to be in violation of the policy, the CPC will determine what disqualification or disciplinary action, if any, is necessary.

Allegations were not Abuse, but a Demonstration of Poor Judgment

1. The Pastoral Team **with the CPC** will hold the offender responsible and accountable for the behavior.
2. Education and/or counseling will be expected to correct unhealthy behavior patterns.
3. The church may consider helping with the cost of sessions as an extension of the church ministry.
4. 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 at least one year, after which an evaluation determining fitness for this ministry should be made by the Pastoral team. The 2nd such occurrence of demonstration of "poor judgment" will result in the individual being precluded from any future ministry with children.
5. Communicate action taken with complainant and congregation as needed.

Section 4

POLICY ON EDUCATION AND TRAINING

This policy will be available to the entire congregation in a manner and at a web-based and/or physical location easily accessible. New members will be directed to the web or physical location, and/or given a copy of the policy.

All Approved Adults **and staff** will receive a full copy of the Child/Youth Protection Policy and Guidelines.

In order to be an Approved Adult, a volunteer or staff member must participate in an initial training that covers recognizing and responding to child abuse, mandated reporting requirements, and church guidelines and practices. A refresher course for all Approved Adults will be held at least every **five** years. **Adults will not be approved to take care of children until after they have completed the required training.**

PROCEDURES FOR EDUCATION AND TRAINING

Staff and Volunteers

1. Training will be offered **on an on-going basis, as new volunteers are approved, and as new staff are hired.** It will be considered a mandatory part of volunteer training and employee orientation. The initial training for each new staff person and volunteer will be **approximately 1 hour.**
2. A refresher training of approximately one hour will be required every **five years** to ensure that the individual's knowledge is current and accurate.
3. The church's **CPC Chair** will maintain a record of who has received training and the dates.
4. Training will include the use of professional training materials on child abuse, including specific information about child sexual abuse, behavioral signs, and how to respond to a disclosure; the grooming process sexual offenders often use to engage children; a review of policies and procedures that are specific to **St. Paul Lutheran Church** and pertinent to the work in which the employee or volunteer will be involved, information about mandated reporting and instruction in the use and completion of the various forms.

Parents and other Congregants

Child Abuse Awareness education will be offered at least **every three years** for congregants, and shall include information about the spiritual, as well as psychological and physical, impact of abuse. The educational sessions will be at least one hour in length, may be provided in various formats, such as an adult education class, a whole-congregation meeting, a special workshop in the evening or weekend, etc.

Children and Youth

Christian Education curriculums on healthy physical, emotional, and sexual boundaries, including sexual abuse prevention, shall be offered for several weeks at least once every **3 years.** The purpose is to provide our children and teens with the opportunity to receive age-appropriate information in a faith-based context to help them to recognize inappropriate conduct on the part of an adult or older child, and to empower them to say no, and tell a "safe adult" at church, home, or school. Teachers will be provided with any needed training, as well as curriculum material to use.

Use of Facilities by Outside Organizations

Outside groups and organizations using the church facilities on a recurring 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 or must provide evidence of their own policy and procedures, subject to review and acceptance by [St. Paul Lutheran Church](#).

- **If their policy does not include a “two adult” rule; certifications and training for volunteers; procedures for immediate reporting of suspected child abuse to Childline; and a prohibition on adults being alone in the facility with a child not their own, the organization is required to comply with these provisions.**

An adult representative of any outside group will be required to sign a Statement of Compliance for the sponsoring organization before use of the facilities will be granted.

Section 5

PROVIDING COMMUNITY FOR KNOWN SEXUAL OFFENDERS

All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation. 2 Corinthians 5:18 (NRSV)

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

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

▼ REQUIRED LANGUAGE

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 **Sunday morning worship services** within the limits of state law, **following approval of their request to participate by the CPC and subsequent signing of a covenant (see appendix).**

The individuals are hereafter referred to as “known sexual offenders” or “offenders.”

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 (ideally) prior to attending a worship service.**

Criteria for participation

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.

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.

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 **Senior 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.

Under this policy, leadership will disclose the identity of any known sexual offender to the congregation, as an adjudicated offender's identity can easily be located on Megan's Law website, via publically 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 insure the offender is welcomed and included.

The scope of the disclosure is at the discretion of the Senior Pastor and CPC so that victims are protected.

REQUIRED Minimum guidelines under which a known sexual offender may participate:

1. **Offenders are expected to comply fully** with all restrictions and requirements placed upon them as a result of any legal actions, and provide the **Senior 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.
2. **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 **Senior 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 **Senior Pastor** that the individual is in treatment.
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 **Senior 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, or other affordable venues.
3. **Offenders will not accept any leadership** or representational position within or on behalf of this church. **Known sexual offenders can never become Approved Adults.**
4. **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.
5. **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.

6. **The offender may participate in Sunday morning 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. **A supervisor must accompany the offender at all times when on church property.**
7. **At no time should the offender deliberately place him or herself in or remain in any location in or around the church facilities which would cause undue distress to others.**
8. **At least twice each calendar year and as otherwise requested,** the offender shall meet with and report to the **Senior Pastor** regarding status of adherence to these guidelines.
9. **If the offender should decide to relocate membership (or substantially attend) another congregation,** the **Senior Pastor** will seek to inform the leadership of that congregation of the conditions of these guidelines.

Supervisors of Sexual Offenders

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.

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.

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.

Appendix:

Approved Adult Application p.33
Covenant of Child Protection p.36
Disclosure Statement for Volunteers p.37
How to apply for Certifications p.39
PA Criminal Record Check form p.40
PA Child Abuse History Certification p.41
Consent/Release for Child Abuse History p.45
FBI p.47
Non-resident Volunteer Form p.48

Approved Adult Review of Application p.49
Approved Adult Review -- Legal Disqualifiers p.50
Approved Adult – Letter of Acceptance p.52

Contracts/Employees of Contractors/Sub-Contractors Policy p.53

Permission for Children/Youth Participation – General (includes Medical Release) p.54
Permission for Children/Youth Participation – Specific p.58
Nursery Guidelines for Parents/Guardians p.59
Nursery Guidelines for Approved Adults p.60
Nursery Registration for children/families p.62
Nursery Sign-in/out p.64

Key Policy p.65
Key Agreement for Church p.66
Key Agreement for CELC p.67

Supplement for Child/Youth Offenders p.68
Offender Covenant p.71

Incident Report for St. Paul p.74
Child Protective Services Report p.76
Online Portal for Mandated Reporting p.78

Statement of Compliance for Outside Groups p.79



ST. PAUL | Children

Application to Volunteer as an Approved Adult Leader of Children/Youth

This application is a mandatory part of a process to assist St. Paul Lutheran Church in providing a safe, nurturing, Christian environment for our children/youth. Persons responsible for the supervision and care of our children/youth are in a special position of trust and confidence. Therefore, anyone seeking to work with the children/youth of St. Paul must complete this application. Additional steps are required including: submission of certifications and training. Thank you for understanding and giving your time to this important ministry!

Name _____ Date of Application _____

Member of St. Paul since _____ Are you 18 years of age or older? ☐ Yes ☐ No

Address _____

Telephone (Home) _____ or (Cell) _____

E-mail Address _____

In order to drive children/youth to a church event, an Approved Adult must be 21 years of age or older. If you intend to be available as a driver of children/youth, please attach a copy of your driver's license, vehicle registration and proof of insurance. See our Child Protection Policy for St. Paul's driving guidelines.

Have you ever been:

Accused of, convicted of, participated in or pled guilty/no contest to Child Abuse? ☐ Yes ☐ No

Arrested for any reason? ☐ Yes ☐ No

Are you aware of:

Having any traits or tendencies that could pose a threat to children or youth? ☐ Yes ☐ No

Any reason why you not work with children or youth? ☐ Yes ☐ No

If you answered yes, please explain in detail :

**Return this form to Deacon Emily Myallis,
Children's Ministry Director and Chair of St. Paul's Child Protection Committee**

Tell us more about you!

CHURCH OR CHILD-RELATED WORK

List your talents, training, education, etc., that might help enrich the lives of our children/youth. Describe the type of work you prefer. We want to help you find a good fit for your gifts!

Names and places of churches you have attended on a regular basis at any time during the last ten years. We like to learn about where your Christian walk has been!

Church Name

City, State

Years Attended:

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

References (other than relatives) who can affirm your gifts:

1.Name/Relationship_____Email:_____

2.Name/Relationship_____Email:_____

**APPLICANT RELEASE OF INFORMATION, RELEASE OF LIABILITY,
AND UNDERSTANDINGS OF LEGAL COMMITMENTS OF VOLUNTEERING:**

I understand that as a volunteer working with children/youth, I am required to complete a PA Criminal Records certification and a PA Child Abuse certification, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years. I am required to complete a Swear or Affirm Disclosure Statement. I also understand that **I will be a mandated reporter**, required by state law to report to proper authorities 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 understand that if I care for children/youth with another adult to whom I am related (a spouse, a child, a sibling, etc.) that I assume the risks involved should an accusation of abuse be made against me. I am aware that my family-member could not vouch for me, in that situation.

I understand and agree that St. Paul Lutheran Church may contact the churches and references identified in this application and others who may be identified by them. I authorize these references or churches or 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 by the congregation, I hereby release the congregation 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 agree that the information contained in this application is correct to the best of my knowledge.

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 _____

Office Use Only:

Reviewer: _____ Date: _____



ST. PAUL | Children

COVENANT OF CHILD PROTECTION

For APPROVED-ADULT applicants

I accept the responsibility to nurture the Christian faith and well-being of the children and youth of St. Paul Lutheran Church, and to care for them as Christ cares for me. I have read, understand, and agree to abide by the Child Protection Policy of St. Paul Lutheran Church.

"I...will tend the flock of God that is in my charge...willingly, as God would have me do it." I Peter 5:2

I further indicate my understanding and compliance with the following specific conditions set forth in that policy:

- I understand that as a volunteer working with children/youth, **I will be a mandated reporter**, required by state law to report to proper authorities 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 agree to notify the Senior Pastor immediately if I am charged with a criminal offense involving child abuse, or if I am the subject of an indicated or found child abuse report.
- I will become familiar with the location of telephones, first aid kits, fire extinguishers, and fire exits, and with the Emergency Procedures through training provided by St. Paul Lutheran Church.
- If I become aware of an injury, accident, or mishap at any property and/or facility of St. Paul Lutheran Church or at a St. Paul activity at any location, I will make certain that the incident is reported immediately to a member of the Child Protection Committee (CPC) or Senior Pastor. Committee members' names are available in the church office.
- While at a property and/or facility of St. Paul Lutheran Church or at a St. Paul activity at any location, I will not be alone with a child or youth (through age 17 years) other than my own.
- When the activity that I am supervising has ended, I will make sure that the lights are out and the doors are locked before I leave, or I will notify other Church representatives who are still in the building that I am leaving.

Name (please print): _____

Signature: _____ Date: _____



ST. PAUL | Children

DISCLOSURE STATEMENT for 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 also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties and, in certain circumstances, outside the organizational setting. 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 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.

Signature: _____ Date: _____

Volunteer swear/affirm customized EYZ 2.19

How to Obtain Volunteer Certifications

(previously called “clearances”)

Two (2) Certifications are required for all volunteers to lead children/youth at St. Paul Lutheran.
A third Certification is needed only if the applicant has not lived in Pennsylvania for at least 10 years.

Please contact Deacon Emily Myallis with any questions.

1. Pennsylvania Child Abuse History Certification

- a. A paper-application is available in the Children’s Ministry Office at St. Paul
- b. Online application is simple and free: <https://www.compass.state.pa.us/cwis/public/home>
- c. You may sign a “Consent/Release” form to authorize this certification information to be released directly to Deacon Emily.

2. Pennsylvania State Police Request for Criminal Record Check

- a. A paper-application is available in the Children’s Ministry Office at St. Paul
- b. Online application is simple and free: <https://epatch.state.pa.us>

3. FBI Fingerprint Record Check (required only for PA residents living in PA fewer than 10 years)

- a. If you have not lived in PA for at least 10 years, see Deacon Emily to complete this requirement.
- b. The cost of this Certification will be covered by St. Paul.
- c. An appointment at a nearby Fingerprint Location will be arranged through Deacon Emily.

4. Disclosure Statement

- a. All volunteers are asked to sign a Disclosure Statement upon approval as an “Approved Adult” (see pages 5-6 of this application)
- b. St. Paul asks volunteers to sign a Disclosure Statement every 60 months, in conjunction with PA Certification renewal.
- c. All “Approved Adults” with a break in service of at least one year, must sign a new Disclosure Statement upon returning to direct work with children/youth.

These Certification expire after 60 months (5 years).

Deacon Emily will annually check the Certification status of all St. Paul Approved Adults and remind you when your Certifications need to be renewed.

You MAY submit Certifications that you have previously obtained, as long as they are not expired!
And – you MAY use the Certifications you obtained for St. Paul at other locations, pending their requirements.

**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		
<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>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.</p>				
REQUESTER SIGNATURE (*Signature required for processing*)		DATE		
<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.</p>				

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

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.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you			
2.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> 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.

APPLICANT'S SIGNATURE

DATE

CHILDLINE USE ONLY		
DATE RECEIVED BY CHILDLINE	SUFFICIENT PAYMENT INFORMATION RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> VALID PAYMENT AUTHORIZATION CODE <input type="checkbox"/> 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.

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)

- | | |
|---|--|
| <input type="checkbox"/> Foster parent
<input type="checkbox"/> Prospective adoptive parent
<input type="checkbox"/> Employee of child care services
<input type="checkbox"/> School employee governed by the Public School Code
<input type="checkbox"/> School employee not governed by the Public School Code
<input type="checkbox"/> Self-employed provider of child-care services in a family child-care home
<input type="checkbox"/> An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service
<input type="checkbox"/> An individual seeking to provide child-care services under contract with a child care facility or program
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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 | <input type="checkbox"/> Volunteer having direct volunteer contact with children
If purpose is volunteer having direct volunteer contact with children, choose SUB PURPOSE:
<input type="checkbox"/> Big Brother/Big Sister and/or affiliate
<input type="checkbox"/> Domestic violence shelter and/or affiliate
<input type="checkbox"/> Rape crisis center and/or affiliate
<input type="checkbox"/> Other: _____
<input type="checkbox"/> PA Department of Human Services Employment & Training Program participant (signature required below) |
|---|--|

SIGNATURE OF DIM/CAO REPRESENTATIVE

DIM/CAO PHONE NUMBER

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	LAST NAME	SUFFIX
SOCIAL SECURITY NUMBER	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not reported	DATE OF BIRTH (MM/DD/YYYY)	AGE

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
<input type="checkbox"/> 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.)		

- 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.
- 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.



CHILDLINE AND ABUSE REGISTRY
P.O. BOX 8170
HARRISBURG, PENNSYLVANIA 17105-8170

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

I, (_____), hereby authorize the PA Department of Human Services, ChildLine to
Applicant's Name

release my Pennsylvania Child Abuse History Clearance information directly to (_____).
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
Name of Requesting Agency

Title 55 of the Pennsylvania Code which states this information is confidential and the requesting agency can be held criminally liable for a breach of confidentiality related to release of this information. **I also understand that the aforementioned 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

FBI Clearances – Instructions from St. Paul Lutheran Church

The following people need to be fingerprinted:

1. All church employees (every 60 months)
2. Approved Adults or Adult Volunteers working directly with children/youth at St. Paul who have not lived in PA for the last 10 consecutive years (PA law).

FBI Fingerprint Record Check information may be obtained via IDEMIA at <https://uenroll.identogo.com/>

- The code for employees 14 years of age or older is: **1KG756**
- The code for volunteers over the age of 18 is: **1KG6ZJ**

Be sure to print the confirmation page!

St. Paul will reimburse you the cost of the fingerprints – please provide a receipt to Deacon Emily.

As a volunteer/employee, complete the online form above, and make an appointment to go to the most convenient location to have your Fingerprints taken.

Check here for a list of locations: www.identogo.com/uploads/general/IdentoGO_PA_Locations.pdf.

- ✓ Take the printed confirmation page with you for the confirmation number
- ✓ Bring photo-ID

Results (or copies of results) should be given to the Children's Ministry Director at St. Paul.



ST. PAUL | Children



St. Paul Lutheran Church
NON-RESIDENT VOLUNTEER FORM
(for service 30 days or less)

NAME _____ DATE _____

HOME ADDRESS _____

LOCAL ADDRESS (hotel, conference, host, etc.) _____

VOLUNTEER ASSIGNMENT _____

EXPECTED DATES OF SERVICE _____ LOCAL TELEPHONE CONTACT _____

HOME CHURCH NAME, ADDRESS, TELEPHONE _____

DATE OF BIRTH _____ EMPLOYMENT _____

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 PROCESS YOU HAVE BEEN THROUGH AS WELL AS THE REASON YOU HAVE CERTIFICATIONS (WORK, CHURCH, SCOUTS, 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 _____

LEADER OF VOLUNTEER GROUP _____

LEADER'S LOCAL TELEPHONE CONTACT _____

VOLUNTEER GROUP LEADER SIGNATURE _____

CHURCH EVENT LEADER SIGNATURE _____

**APPROVED ADULT – “Office-Use Only”
REVIEW OF APPLICATION AND CERTIFICATIONS**

Applicant's name _____ Church Member Since _____

Date of Application _____ Date of Review _____

Findings from PA Criminal Record Check

Findings from PA Child Abuse History Check

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? *(Note that other factors besides the statutory disqualifications mentioned above could be reasons for recommending that someone is not well-equipped for working with children or youth.)*

I _____ approve/deny the application of _____
to become an Approved Adult at St. Paul Lutheran Church upon completion of the required volunteer training.

Signature _____, CPC Chair or Senior Pastor

Revised 06/24/19

APPROVED ADULT - 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.

An organization is not prohibited from requiring additional screening measures, or from establishing additional criteria, including conviction of other crimes, in making decisions related to adults working with children. Some additional *offenses the church may elect to treat as disqualifying for a period of years or permanently, although they are not required by law, include:

*Section 2910 (relating to luring a child into a motor vehicle or structure).

Section 3124.2 (relating to institutional sexual assault).

Section 3129 (relating to sexual intercourse with animal).

Section 6318 (relating to unlawful contact with minor).

Section 6319 (relating to solicitation of minors to traffic drugs).

Section 6320 (relating to sexual exploitation of children).

Conviction of an offense similar in nature to those crimes listed in paragraph (1) 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.

Convicted of a misdemeanor of the first degree for a crime, other than those enumerated under subsection (a), where the victim is a child; or

Identified in the statewide database as a perpetrator of a founded report of child abuse.

Identified in the statewide database as a perpetrator of an indicated report of child abuse.

APPROVED ADULT - LETTER of ACCEPTANCE & GRATITUDE!

<Date>

Dear <Name>:

THANK YOU! Thank you for taking the time, effort and dedication to complete the paperwork necessary to volunteer with children/youth at St. Paul. You are now an “Approved Adult” for St. Paul Lutheran Church!

After completing a required training session, you will be set to teach/lead/volunteer in the ministries that St. Paul provides to our children and youth. I will contact you soon to schedule a time we can meet for this brief training.

As you prepare to serve in the children and youth ministries of St. Paul, please continue to become familiar with the congregation’s Child Protection Policy so that you may do your particular ministry in a safe, protective, and caring environment.

If you have any questions about the policy, feel free to discuss them with me or any of the members on St. Paul’s Child Protection Committee (available in the office and online). Thank you for volunteering to serve the children and youth of St. Paul!

In Christ’s service,

Deacon Emily Myallis
Director of Children’s Ministries at St. Paul
and Chair of St. Paul’s Child Protection Committee



ST. PAUL | Children

Contractors, Employees of Contractors, and Sub-Contractors Children and Youth Protection Policy

St. Paul Lutheran Church, Lititz, Pennsylvania

Policy Purpose:

St. Paul Lutheran Church is committed to providing a church environment that is a safe place for children and youth and that will protect them from any abuse while in our church and when they are involved in church-related activities. St. Paul Lutheran Church adopts these policies and procedures not only to maximize safety and prevent child abuse from occurring within its church community, but also to guide and protect contractors/sub-contract workers/contract employees from unwarranted allegations of child abuse.

Screening:

Contractors/Sub-contractors/Employees of Contractors will be required to provide, complete, or undergo the following and submit results to St. Paul Lutheran Church:

1. Copy of current and valid driver's license
2. Pennsylvania Child Abuse Background Check
<https://www.compass.state.pa.us/cwis/>
3. Pennsylvania Criminal Background Check
<https://epatch.state.pa.us/Home.jsp>

Code of Conduct:

1. Possessing or using concealed weapons or firearms while on church property is prohibited.
2. Possession of alcohol and illegal drugs are prohibited on the church property.
3. Smoking or use of tobacco on church property is prohibited.
4. Use of inappropriate language or conduct is prohibited.
5. Valid identification available at all times.

Child/Youth Information Form

Including: Individual data, General Permission, Medical Information, & Release Forms

Program Year 20__ - 20__ (initial after reviewing in future years)

1. Name of Child/Youth: _____ DOB: _____ Age: _____

Grade: _____ School: _____ cell phone # _____

Youth e-mail _____

2. Name of Child/Youth: _____ DOB: _____ Age: _____

Grade: _____ School: _____ cell phone # _____

Youth e-mail _____

3. Name of Child/Youth: _____ DOB: _____ Age: _____

Grade: _____ School: _____ cell phone # _____

Youth e-mail _____

4. Name of Child/Youth: _____ DOB: _____ Age: _____

Grade: _____ School: _____ cell phone # _____

Youth e-mail _____

Parent/Guardian: _____

Address: _____
Street town state ZIP

Phone: (home) _____ (cell phone) _____ Other: _____

E-mail: _____

Emergency Contact: _____

Relationship to Child: _____

Address: _____
Street town state ZIP

Phone: (home) _____ (cell phone) _____ Other: _____

E-mail: _____

+++++

General Field Trip Permission: I hereby give permission for the youth listed above to attend events as planned by St. Paul Lutheran Church throughout this school year. I understand I will be notified in advance of specific events/activities off-campus and will complete, sign and return specific permission forms.

Signature of parent/guardian: _____ Date: _____

+++++

Medical Release: I, the undersigned parent/guardian of the youth listed on this form, do hereby give permission for any St. Paul Lutheran Church approved adults to treat said 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. 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, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

I understand that any and all medical expenses incurred are my responsibility and that there is no medical insurance coverage provided by St. Paul.

Further, as parent/guardian of the named above, I do hereby consent that my child 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: _____

+++++

Photo Release:

I give permission for St. Paul Lutheran Church to include my child(ren) in photos taken at St. Paul events for St. Paul communication. I understand that St. Paul will follow guidelines for privacy, which includes no names attached to photos of minors. Photos will be appropriate, and may be removed upon request.

Signature of parent/guardian: _____ Date: _____

MEDICAL DATA

A COPY OF THIS FORM WILL BE TAKEN ON EVERY OFF-CAMPUS EVENT THAT THIS YOUTH ATTENDS.

Physician: _____ Phone #: _____

Medical Insurance name and #: _____

Health History:

1. Youth Name: _____

Check those that apply:

_____ Asthma	_____ Allergies (check those that apply)	
_____ Convulsions	_____ 1. Animals	_____ 5. Hay Fever
_____ Diabetes	_____ 2. Insect Stings	_____ 6. Pollen
_____ Ear Infections	_____ 3. Plants	_____ 7. Food
_____ Epilepsy	_____ 4. Medicine/Drugs, specify _____	
_____ Heart Disease/Defects	_____ Other Allergies, specify _____	

Other Health Related Conditions

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

2. Youth Name: _____

Check those that apply:

_____ Asthma	_____ Allergies (check those that apply)	
_____ Convulsions	_____ 1. Animals	_____ 5. Hay Fever
_____ Diabetes	_____ 2. Insect Stings	_____ 6. Pollen
_____ Ear Infections	_____ 3. Plants	_____ 7. Food
_____ Epilepsy	_____ 4. Medicine/Drugs, specify _____	
_____ Heart Disease/Defects	_____ Other Allergies, specify _____	

Other Health Related Conditions

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

3. Youth Name: _____

Check those that apply:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergies (check those that apply)
<input type="checkbox"/> Convulsions	<input type="checkbox"/> 1. Animals <input type="checkbox"/> 5. Hay Fever
<input type="checkbox"/> Diabetes	<input type="checkbox"/> 2. Insect Stings <input type="checkbox"/> 6. Pollen
<input type="checkbox"/> Ear Infections	<input type="checkbox"/> 3. Plants <input type="checkbox"/> 7. Food
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> 4. Medicine/Drugs, specify _____
<input type="checkbox"/> Heart Disease/Defects	<input type="checkbox"/> Other Allergies, specify _____

Other Health Related Conditions

<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness	<input type="checkbox"/> Wears Contact Lenses
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Cramps	<input type="checkbox"/> Hearing Impairment

☐ Special Dietary Regimen _____

☐ Other (specify) _____

4. Youth Name: _____

Check those that apply:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergies (check those that apply)
<input type="checkbox"/> Convulsions	<input type="checkbox"/> 1. Animals <input type="checkbox"/> 5. Hay Fever
<input type="checkbox"/> Diabetes	<input type="checkbox"/> 2. Insect Stings <input type="checkbox"/> 6. Pollen
<input type="checkbox"/> Ear Infections	<input type="checkbox"/> 3. Plants <input type="checkbox"/> 7. Food
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> 4. Medicine/Drugs, specify _____
<input type="checkbox"/> Heart Disease/Defects	<input type="checkbox"/> Other Allergies, specify _____

Other Health Related Conditions

<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness	<input type="checkbox"/> Wears Contact Lenses
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Cramps	<input type="checkbox"/> Hearing Impairment

☐ Special Dietary Regimen _____

☐ Other (specify) _____

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 St. Paul Evangelical Lutheran Church in Lititz, PA.

Name of event: _____

Destination: _____

Departure from St. Paul (date) _____ (time) _____

Return to St. Paul: (date) _____ (time) _____

Method of Transportation: _____

Designated approved adult supervisors:

1. (name) _____ cell # _____

2. (name) _____ cell # _____

Participant's Cost: _____

(INCLUDE ANY OTHER INFORMATION ABOUT COST HERE)

What to bring: (Insert details here)

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 are responsible for any legal necessities which may result from actions taken by the named child/children. KEEP this top section for your information.

Permission Form for Special Event/Activity through St. Paul Lutheran Church

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 the St. Paul church building 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 on the Child/Youth Registration Form on file in the Youth Ministry Office:

Rev. 6/12



Nursery Guidelines for Parents

The nursery of St. Paul Lutheran Church is designed to provide a place of safety and caring for our youngest ones at church, while allowing their parents to participate in worship. As such, the following policy is designed to protect the children, parents and volunteers:

- Complete a registration/emergency form (one per year).
- Sign your child in for nursery care each week, using the sign in sheet.
- If a child needs to use the bathroom, an approved volunteer will accompany him/her unless the parent indicates that they are to be contacted on the emergency form and sign in sheet referenced above.
- If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery.
- At least one parent must remain in the church while the child is in the nursery.
- Children must be picked up immediately following service **or preferably, at communion time** (this will allow our nursery volunteers to commune also).
- Parents will be notified immediately of any incidents that result in physical injury.
- A complete version of the Nursery Protection Guidelines from the Safe Church Policies and Procedures Manual is available in the blue nursery binder.



November 2019

Dear Nursery Volunteers ~

Thank you for your kindness, caring, and patience as Nursery Helpers! Your presence with the kids allows parents to experience Worship more fully. You are giving them a gift, the church a gift, and the children a gift through your service!

St. Paul Lutheran Church values disciples of all ages, and especially wants our youngest members to feel surrounded by God's love. We can do this through the Nursery! To make it a positive time for all, here are a few guidelines from our Safe Child Policy that must be implemented during your Nursery leadership:

Nursery Volunteer Guidelines

- + Be a member of St. Paul Lutheran Church, Lititz
- + Serve with another volunteer so that there are **always two (2) helpers in the Nursery**. Secure a substitute if necessary. One helper must be over **18 years of age**. Youth helpers must be **at least 12 years old**.
- + **ALL adult volunteers in the Nursery must complete the PA Child Abuse Clearance & PA Criminal Record Clearance**. Please provide copies to Deacon Emily. (it's free; we can help you complete it.)
- + Coming Soon: ALL adult volunteers must participate in **"Safe Child" training** in order to work with children at St. Paul.

Nursery Volunteer Responsibilities

- + Be available in the nursery from 7:45am-9:00am or 10:30am-12noon (9:15-10:30am in the summer).
- + Get the Blue Nursery Book from its hallway box, and keep it open in the Nursery. Write in the date and sign your names as volunteers on the Welcome sheet.
- + Nursery Supplies are located with the Sunday School Materials in a cupboard under the windows. Look for the label.
- + Ask all parents to complete a Child Information Sheet located in the back of the Blue Nursery Book upon their first visit. Completed sheets should be checked by parents for any updates/changes now & then.

(continued on next page)

Nursery Volunteer Responsibilities cont'd

- + Ensure that each child is SIGNED-IN in the Blue Book. Please note Allergies, Snack-approval, and Diapering/Bathroom permission.
- + Offer love, patience & gentleness to all children in the Nursery. No form of physical discipline is appropriate.
- + Report any suspected neglect or abuse within 24 hours of any incident. Speak with Deacon Emily or Pastor Rob if unsure of reporting - **You are a mandated reporter!**
- + As a Nursery Volunteer, you may leave the Nursery only to locate the parent of an upset or hurt child. If parents cannot be located, the Nursery Volunteer should call the numbers on the Child's Information Sheet.
- + Please bring the children to the Children's Sermon (following the reading of the Gospel), if possible. We like them to come!
- + Please alert parents to pick-up their child(ren) from the Nursery at Communion Time. We want families to partake in Communion together! And because children receive a blessing at the altar, we don't want them to miss that. Plus - we want YOU to have Communion too. Children should remain with their families following Communion; the Nursery can be closed at that point.
- + CLEAN-UP: this should be done by the Nursery Volunteers. Toys properly put away, tables and surfaces cleaned, floors swept, bathroom tidied.

Thank you for loving the children at St. Paul Lutheran Church!

In Christ's Love,

+ St. Paul's Nursery Coordinator

Nursery Registration, Information, Medical Information, and Release Form



ST. PAUL | Children

Parent/Guardian: _____

Address: _____
street town state zip

Please provide cell phone number(s) to contact during the worship service if needed:

Name: _____ Number: _____

Name: _____ Number: _____

1. Name of Child: _____ DOB: _____ Age: _____

2. Name of Child: _____ DOB: _____ Age: _____

3. Name of Child: _____ DOB: _____ Age: _____

May nursery volunteers give a snack to your child? _____ Yes _____ No

May nursery volunteers help with bathroom/diapering needs? _____ Yes _____ No

Any allergies to be aware of? _____

Other specific requests or information about my child, including **other persons authorized to pick up my child:**

I, by my signature, give any and all St. Paul Lutheran Church approved adult volunteers permission to treat my child/children for minor injuries and if need be to provide for emergency medical care in the event that I cannot be located immediately. I also agree that I will not hold St. Paul Lutheran Church or its representatives responsible for any accident or injury that may occur in the church building or on its premises.

I received a copy of the Nursery Guidelines for Parents. _____ Yes _____ No

Parent Signature: _____ Date: _____



MEDICAL DATA



Physician: _____ Phone #: _____

Medical Insurance name and #: _____

Health History:

Please indicate which children in your care have the following concerns.

Or – use a separate form for each child.

Check those that apply:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies (check those that apply) | |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> 1. Animals | <input type="checkbox"/> 5. Hay Fever |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> 2. Insect Stings | <input type="checkbox"/> 6. Pollen |
| <input type="checkbox"/> Ear Infections | <input type="checkbox"/> 3. Plants | <input type="checkbox"/> 7. Food |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> 4. Medicine/Drugs, specify _____ | |
| <input type="checkbox"/> Heart Disease/Defects | <input type="checkbox"/> Other Allergies, specify _____ | |

Other Health Related Conditions

- | | | |
|--|---|---|
| <input type="checkbox"/> Emotional Issues | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Wears Glasses |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Motion Sickness | <input type="checkbox"/> Wears Contact Lenses |
| <input type="checkbox"/> Sleep Walking | <input type="checkbox"/> Menstrual Cramps | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Special Dietary Regimen _____ | | |
| <input type="checkbox"/> Other (specify) _____ | | |



DATE _____

to the Nursery at St. Paul Lutheran Church

At the 10:45am Service:

64

ST. PAUL LUTHERAN CHURCH KEY POLICY (Updated 19 SEP 2019)

References:

- (a). St. Paul Key Card Request Form
- (b). Key Card Agreement for St. Paul Lutheran Church and CELC Form

1. Certain people, by virtue of their positions held at the Church, are authorized to hold electronic key cards to gain access to the Church. These individuals include, but are not limited to, paid employees, Officers of the Church, Committee Chairs, and youth group leaders. Other individuals may also be issued key cards at the discretion of the Church leadership/approving authorities.

2. All individuals with an anticipated need for a key card shall follow the following procedures:

- A. Complete a “Key Card Request Form” and submit to the Church office
- B. Form will be reviewed by the Church Council President, Vice President or Pastor and the request will be either approved or denied.
- C. If approved, a designated individual with training in the church’s key card issuance and management program will create an electronic profile and will prepare and electronic key card with the appropriate access rights.
- D. Individual will be notified that their key card is available for pick up at the Church office.
- E. Upon key card pick up, the required “Key Card Agreement for St. Paul Lutheran Church and CELC” must be reviewed and signed. The original of this form will be kept on file in the church office and a copy will be provided to the key card holder.

3. As indicated in the signed key card agreement, the following are requirements and responsibilities of key card holders:

- A. Do not lend the key card to anyone, unless authorized by the church or CELC
- B. Do not tag, mark, label or otherwise identify the key card
- C. Do not give access to St. Paul’s building to anyone else when entering the building using a key card
- D. Return the key card when you no longer have the responsibility that created a need to have the key or when Church/CELC leadership requests such return
- E. Report the loss of a key card ASAP to the Church office so that it can be deactivated
- F. No key card holder will use his/her key to access the church with a child or children not his or her own (or of whom the key card holder is not a legal guardian or foster parent) at a time when there is no church related activity being held in which the child and the key card holder are involved. This is intended to prevent a situation where an adult key card holder is alone with a child in the facility. In the rare case an exception is to be made to this provision, a written note from the child’s parent or legal guardian must be submitted to the church office and approved by the Church council President, Pastor, or the Safe Church advocate prior to entry.



Key-Card Agreement For St. Paul Lutheran Church



I understand that, as a person with a key(s) to St. Paul Lutheran Church and CELC, I am responsible for maintaining the safety of the Church & School environment and to property unlocked by the key(s) I hold.

I agree to be entirely responsible for the security of the key(s) and to:

- Not lend the key(s) to anyone, unless authorized by the Church or CELC.
- Not duplicate the key(s) for any reason.
- Not tag, mark, label or otherwise identify the key(s).
- Not give access to St. Paul's building to anyone else when I enter the building using my key.
- Return the key(s) when I no longer have the responsibility that created a need to have the key(s) or when an authorized representative of St. Paul Church/CELC requests such return.
- Report the loss of my key card ASAP to either the Church or CELC so that it can be deactivated.

I understand that I am not to be alone in any room or secluded area on St. Paul's property at any time with a child or youth that is not my own or a relative without parental permission.

I understand that the St. Paul security alarm is active from 9:30pm-6:00am. Therefore, I will not attempt to enter/exit the doors during these hours. Doing so would cause an alarm to sound and the police to arrive. A financial penalty for this may be placed upon me.

I understand that failure to comply with any of the provisions may result in the loss of my privilege to be a key holder.

I have received a key card and a copy of this covenant:

Name (please print): _____

Card #: _____

Access Times and Assigned Doors: _____

Signature: _____ Date: _____

Original of this form is kept in the office along with your application

A copy of this form is made for you to keep in your records



Key-Card Agreement For St. Paul Lutheran CELC



I understand that, as a person with a key(s) to St. Paul Lutheran Church and CELC, I am responsible for maintaining the safety of the Church & School environment and to property unlocked by the key(s) I hold.

I agree to be entirely responsible for the security of the key(s) and to:

- Not lend the key(s) to anyone, unless authorized by the Church or CELC.
- Not duplicate the key(s) for any reason.
- Not tag, mark, label or otherwise identify the key(s).
- Not give access to St. Paul's building to anyone else when I enter the building using my key.
- Return the key(s) when I no longer have the responsibility that created a need to have the key(s) or when an authorized representative of St. Paul Church/CELC requests such return.
- Report the loss of my key card ASAP to either the Church or CELC so that it can be deactivated.

I understand that I am not to be alone in any room or secluded area on St. Paul's property at any time with a child or youth that is not my own or a relative without parental permission.

I understand that failure to comply with any of the provisions may result in the loss of my privilege to be a key holder.

Additional Information for the CELC:

1. Keycards will be \$10.00 for the first card and each additional card will be \$5.00. No more than three cards per family.
2. If you lose your keycard, please notify the office ASAP so it can be deactivated. We will gladly issue you a new card for an additional \$10.00. A 3rd replacement will be \$25.00.

Family Name (PRINT)

Number of Cards issued to Family

Signature of 1st Card Holder

Card#

Signature of 2nd Card Holder

Card#

Signature of 3rd Card Holder

Card #

Date: _____



Policy Supplement #1 (for Safe Church congregations) **Children or Youth with Sexual Behavior Problems**

This material is intended to supplement your congregation's [Safe Church](#) policy. It deals with the very difficult situation of what to do when a teen or a child in the congregation has been accused of inappropriately sexually touching another child. The memo is intended to inform and guide response, rather than to be a determinant.

- It is estimated that 30% - 50% of children who are sexually abused are victims of children and teens under age 18. Sexual behavior problems exist on a continuum ranging from inappropriate to problematic to abusive.
- In some cases these children may simply be acting on their sexual feelings impulsively, not quite understanding the importance of boundaries. In other cases, they may engage in a range of illegal behaviors as defined in a state's child protection law or criminal code. Any coercion, force or intimidation used by an older child in sexual activity with a younger child is reportable in most states, and always a cause for concern.
- Getting prompt and appropriate professional treatment for a child with sexual behavior problems is critical. Most children and teens respond well to treatment.
- It is important to remember that the majority of those who are sexually abused do not go on to abuse others. In addition, research shows that there are multiple contributing factors to sexually problematic behavior, and it should not be assumed that most children who act this way were themselves sexually abused.
- A good resource is the Safe Church workshop on [Children and Teens with Sexual Behavior Problems](#), which can be provided on-site at your church by a Samaritan Safe Church facilitator. The workshop can be modified for non-religious organizations.

Talking to parents

If a mandated report results in a formal investigation by police or child protective services, the church's response is governed by the same policies as if the offender were an adult: to cooperate with the investigation and maintain confidentiality. After an incident which is not a mandated report, or one where there is no formal legal action, comes to the attention of the pastor, staff or volunteer, the pastor or designated leader should initiate contact individually with the parents of both children to discuss the allegation and next steps. Because these cases are so complex and often fall into a "gray" area, local child protective services involvement may not resolve the issues of getting help for both children, and of how to keep the other children in the congregation safe.

The pastor should encourage the parents of the child who was inappropriately touched or exposed to sexual activity to seek an evaluation for the child with a licensed child therapist. Some children may seem unchanged

by the incident; however, a child who has been sexually abused in any way may need some specialized help and attention to process their feelings through treatment with a therapist trained in this area.

The parents of the child who initiated the sexual contact should ensure their child receives an extensive assessment by a child psychologist or psychiatrist experienced in working with children with sexual behavior problems. One of the goals of the evaluation should be to determine if the child has a behavior problem that is likely to be repetitive. The pastor should seek the parents' written permission to talk with the therapist after completion of the evaluation for a recommendation on whether the child can safely attend church activities with other children.

The child should not be allowed unsupervised time with other children until the assessment is complete. While this review is occurring, it is important that the child's Sunday School teacher, youth group leader, etc. be informed of the allegation so that the child may be closely monitored during church/church related activities.

If the evaluation finds that this was simply a case of inappropriate boundaries or impulsive behavior, and with the recommendation of the therapist that the child can safely attend church functions with other children, the minister and the parents can meet with the child to discuss the importance of never repeating the behavior, the harm it can do to other children, and the consequences should such a situation occur again.

On the other hand, if the treatment provider reports that the child has a sexual behavioral problem that is likely to be repetitive, the pastor, Safe Church Advocate (or other designee), and the parents need to meet to decide how and if the child can safely be involved with the church programs. It may be necessary to develop a written "limited access" agreement signed by the parents restricting activities and access to the church.

In some cases, it may be necessary to deny the young person continued contact with other children until treatment is completed and to consider alternative ways to provide religious education such as having a mentor come to the parent's home to meet with the child, or through home schooling.

In any of these cases, pastoral care and support for the families involved is crucial. This will be very difficult for the parents involved, and they will need the support of their church community.

PA Reporting

1. Perpetrators: According to the new PA law passed in 2014 defining child abuse, "Harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator." (However – this does NOT apply to sexual abuse. See #2 Exception below). Remember that a child is under 18 years of age. A perpetrator is one of a set of people with specific relationships to the victim which imply some duty of care, such as a parent or step-parent, someone 14 or older who lives in the household or is responsible for the care of the child. So, for example, the 15 year old babysitter or the 14 or older sibling could be a perpetrator, but a neighbor child is not. Any kind of injury by a perpetrator that is defined as abuse would be covered in this situation, and would trigger a mandated report to PA Childline. Of course, a physical assault by a child on a child that causes bodily harm may be reported to the police regardless of the relationship between the victim and offender. Injuries sustained in a mutual fight between children (again under 18) are, however, not reportable to ChildLine as abuse.

2. Exception: Acts defined as sexual abuse require a mandated report, no matter whether the offending child is a perpetrator or not, and no matter the age of the offending child. These acts include rape, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, and indecent exposure, as defined in the PA Criminal Code. Reporting may be very difficult if the offender is younger, but this is conduct

which should be handled professionally and with the ability to develop an enforceable treatment and safety plan. There is a very high success rate for treatment of minors with sexual behavior problems if they receive prompt and appropriate treatment, which is usually family focused.

Mandated reporters should consider the duty to report as serious as it is if the offender is an adult. There have already been cases in which mandated reporters have been charged with failure to report or endangering the welfare of a child for not reporting harmful sexual behavior between 12 year olds. One of the considerations is providing supervision for the child with sexual behavioral problems to prevent further harm to other children by developing a safety plan.

Remember also, that “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” is not abuse and not criminal. (See the separate Age of Consent handout.)

Primary sources:

PROTECTING CHILDREN IN PRACTICE WEBINAR

Cathy Palm, Center 4 Children’s Justice

CHILDREN WITH SEXUAL BEHAVIOR PROBLEMS

MNCASA Report on Best Practices June 2017

Rev. 8/22/17



Sexual Offender Covenant for Participation in the Congregation

This church recognizes the difficulty that people have after they have been incarcerated. The challenges are not simply financial, but also emotional and social. Finding a community that is both accepting and nurturing is very difficult. This is especially true people who have been convicted of sexual offenses against minors. While we know that each person has a unique experience, we expect that if you are considering signing this document, you likely have experienced a desire for a stable and healthy community as well as hardship in finding this.

Our church aspires to be a community in which all people can nurture their relationship with God and with others. This includes people with criminal records. We are willing to walk with you as you seek reconciliation with God and with other people through the saving love of Jesus Christ. Part of this means providing you with a place to worship. It also means providing you with brothers and sisters in Christ who are willing to walk with you back to a place of wholeness in your life.

We recognize that people who have been convicted of sexual offenses against minors have limitations placed on their interaction with children. We also acknowledge that many people, particularly those who have suffered sexual abuse, have deep discomfort being in the presence of people convicted of sexual offenses. In addition, our congregation has children present each day of the week in our ministry. We seek to balance the opportunity for reconciliation with the need for people in this congregation to feel safe.

Therefore, in order to walk with you on a path to reconciliation as well as to provide a safe place for all involved, you will need to sign our covenant, which includes you agreeing to the following:

10. **I will comply fully** with all restrictions and requirements placed upon me as a result of any legal actions, and provide the Senior 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:

11. **I will cooperate with the church supervisor(s)** assigned to accompany me while I am on church property.
12. **I will faithfully attend meetings organized by my “covenant partners” on a regular basis.** Such meetings will occur no less than monthly.
13. **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.

14. **At least twice each calendar year and as otherwise requested,** I will meet with and report to the Senior Pastor regarding status of adherence to these guidelines.
15. **If I should decide to relocate membership (or substantially attend) another congregation,** I understand that St. Paul Lutheran Church of Lititz will seek to inform the leadership of that congregation of the conditions of these guidelines.
16. **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 Senior 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:

If sessions are terminated, I will immediately inform the Senior 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 Senior Pastor to create an alternative plan that may include community or church based groups 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 worship 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 Senior Pastor. 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 that I have received and read the Child and Youth Protection Policy of St. Paul Lutheran Church, 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.

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

Signature _____
(XXXX name of offender) Date

Signature: _____
(XXX name of Senior Pastor) Date

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



Suspected Child Abuse Incident Report

CONFIDENTIAL

For internal church use at St. Paul Lutheran, Lititz

Date of Report to ChildLine _____ Oral or electronic report _____

Date of Incident _____ Person Making Report _____

☐ Approved Adult ☐ Employee ☐ 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 Senior Pastor and/or CPC Chair 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 or other CPC designee.
- 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 church during 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.

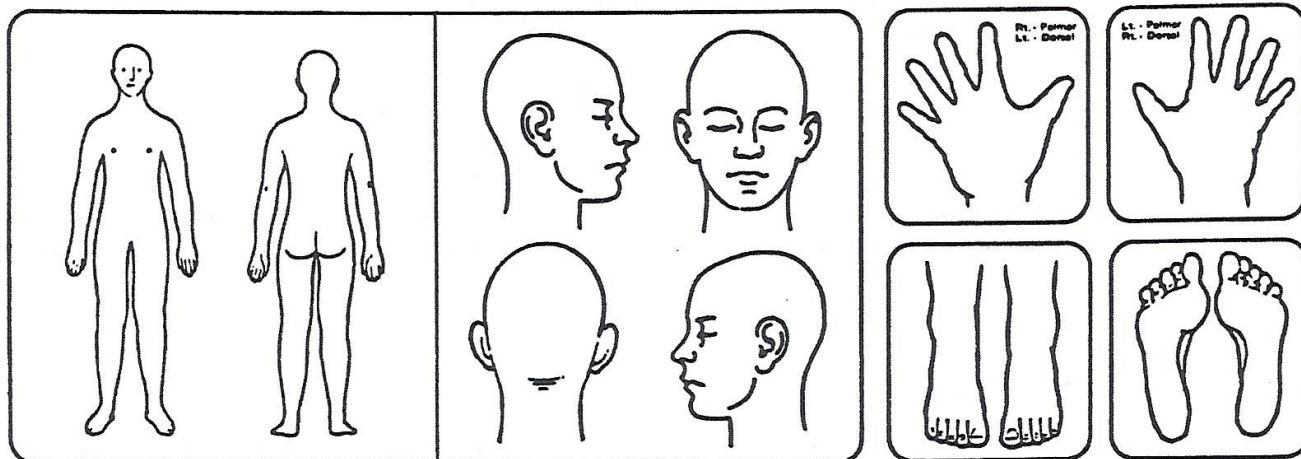
Revised 11-06-19

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) NAME (Last, First, Initial)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	
RELATIONSHIP TO CHILD		NAME (Last, First, Initial)		RELATIONSHIP TO CHILD
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:



PA Portal for On-Line Reporting of Suspected Child Abuse

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

The PA “portal” for mandated reporters to use in making reports of suspected child abuse is now open. This on-line system is the preferred avenue for mandated reporters to use; people who are NOT mandated reporters are not permitted to use this system. Each mandated reporter must set up an individual account and identify the primary organization they are affiliated with; you may add additional organizations if you are a mandated reporter in more than one organization. **Mandated reporters are still permitted to make a report by calling Childline at 800 932 0313; and there are certain circumstances when you should call Childline rather than use the on-line system. These are detailed on the PA portal, and include (for example)**

- The suspected abuse you are reporting occurred outside the state of Pennsylvania;
- You are unsure if the child is at imminent risk of harm.
- You have more than 8 alleged perpetrators and/or the child has a list of extensive injuries
- You need to make a report in language other than English

Prior to using the system to make a report, a mandated reporter must register, identify the primary organization they are affiliated with, and obtain a Keystone ID and password. Since that takes a bit of time, we encourage mandated reporters to set up their accounts prior to having to use the system to make an actual report of suspected abuse.

You can start a report of suspected abuse, save it, and come back to it later and then submit. The system will save a list of your reports (referrals). **You will be asked to provide the following information:**

- Names and locations of parties involved in the alleged incident
- Details about the alleged abuse and resulting actions
- When and where the alleged abuse occurred
- Reporter Details
- Alleged Victim Details
- Parent/Guardian Details
- Household Member Details
- Other Persons Responsible Details
- Alleged Perpetrator Details
- Alleged Abuse Details
- Safety Concerns
- Actions Taken
- Additional Information

Other uses: Mandated Reporters may also use the portal to get the PA Child Abuse History Clearance background check, which is one of the required clearances.



Statement of Compliance for Outside Organizations using Church Facilities

St. Paul Lutheran Church is committed to providing a safe environment for all children, youth and volunteers who participate in ministries and programs at our facilities. Prior to completing this statement, you will be given a copy of our most recent **Child Protection Policy** to review.

The following questions must be answered in order to obtain consent for use of the church's facilities.

Have you received and read the St. Paul Child Protection Policy?

Yes _____ No _____

Does your group have a policy and procedures for safety with children/youth ? Yes____ No _____

If yes, your group must provide to St. Paul Lutheran Church a copy for review.

Stipulations: If your policy does not include a “two adult” rule; background checks (or certifications as required by the laws of our state); training for volunteers; procedures for immediate reporting of suspected child abuse to **Childline**, and a prohibition on being alone in the facility with a child not your own, you are expected to comply with these provisions as stated in the St. Paul child protection policy.

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

Briefly describe how you will implement this policy and procedures with your program.

(over)

I have received and read the Child Protection policy of St. Paul Lutheran Church or provided evidence of our own policy. Any questions that I had have been answered to my satisfaction. On behalf of my organization, I agree to observe and abide by the tenets of the policy/stipulations.

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

Name of Organization: _____

Signature/Title

Date

Church Office Use Only---

The organization’s own policy has been reviewed and is acceptable. ____Yes ____No
Comments:

Signature/Title Date