

Safe Sanctuary Policy

Policy Prohibiting Abuse, Exploitation, and Harassment of Children, Youth, and Adults



St. Paul's United Church of Christ

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GOD IS STILL SPEAKING,

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SAFE SANCTUARY POLICY

*Policy Prohibiting Abuse, Exploitation and Harassment of
Children, Youth & Adults*

St. Paul's United Church of Christ

2173 Stoverstown Road, Spring Grove, Pennsylvania 17362

THEOLOGICAL STATEMENT/PURPOSE FOR OUR POLICY

Gathered together as a family of faith - St. Paul's United Church of Christ of Stoverstown is committed to sharing God's love by inviting and welcoming all people of God's creation, by worshipping and praising God, by teaching and preaching the Good News, and by caring for the needs of one another, the community and the world.

At baptism, parents and sponsors promise to help baptized children live in the covenant of baptism and in communion with the church. Parents and sponsors promise faithfully to follow in the way of our Savior, to resist oppression and evil, to show love and justice and to witness to the work and word of Jesus Christ. It is the responsibility of parents and sponsors to participate in the life of the congregation, to grow in faith alongside their children and to help their children become faithful members of the church of Jesus Christ.

The purpose of this congregation's ministry with children, youth and adults is to support one another in fulfilling these responsibilities and to provide an inviting atmosphere where all people can come to know God. Our congregation provides opportunities for children, youth and adults to learn of and to grow in the Christian faith, to develop an identity as part of the Christian community, and to serve others, following the example set by our Lord Jesus Christ.

To that end our desires in establishing this policy are:

- To guard and honor the Gospel of our Lord and Savior Jesus Christ.
- To provide a safe environment and protect all children, youth and adults who attend St. Paul's United Church of Christ from abusive situations.
- To protect our volunteers and employees from false suspicions or false accusations of wrongful behavior.
- To respond to all suspicions and accusations of wrongful behavior in a timely and responsible manner as outlined within this policy.

As Christ paid special care and attention to the most vulnerable persons in the world and blessed all the children who came to him (Mark 10:14-16), we recognize his call upon us to do the same by making sure our congregation is as safe a sanctuary as it can be for everyone as we carry out our ministry.

TERMS USED IN THIS POLICY

Adult: an individual 18 years of age or older.

Approved Adult: anyone over 22 years of age who has satisfied the requirements of the Safe Sanctuary Policy of St. Paul's United Church of Christ of Stoverstown

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
- b. Sunday School teachers/helpers
- c. Children's Church leaders
- d. Vacation Bible School teachers, volunteers and helpers
- e. Youth Group Advisors, assistants and chaperones
- f. Children's & Youth choir directors and assistants
- g. Nursery volunteers
- h. Anyone else who works directly with children/youth
- i. Safe Sanctuary Response Team members

Approved Young Adult: anyone over the age of 18 years and under the age of 22 years who has satisfied the requirements of the Safe Sanctuary Policy

An Approved Young 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 Young Adults are required to have state-specified screening/certifications. (See Section 2 of this policy for certifications, and Section 4 for mandated reporting procedures.)

An Approved Young Adult automatically becomes an Approved Adult at the age of 22 years provided policy requirements have been maintained.

Approved Young Adults are limited to:

- a. Supervising children/youth who are at least 4 years younger than the Approved Young Adult
- b. Working in areas of the church with high visibility
- c. Working under the direction of an Approved Adult who is over age 22 years and is at least 4 years older than the Approved Young Adult

Approved Young Adults* include, but are not limited to:

- a. All employed staff
- b. Sunday School teachers/helpers
- c. Children's Church leaders
- d. Vacation Bible School teachers, volunteers and helpers
- e. Youth Group Advisors, assistants and chaperones
- f. Children's & Youth choir directors and assistants
- g. Nursery volunteers

*Such individuals are hereafter referred to as "Approved Adults," as are the Approved Adults over 22 years of age.

Authorized Minister: is a person who holds ordained ministerial standing or has been commissioned or licensed by an Association or Conference of the United Church of Christ or region of the Christian Church (Disciples of Christ).

Bullying: aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. **Physical bullying** - when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. **Verbal bullying** - when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. **Nonverbal or relational bullying** - when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. **Cyberbullying** - the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Intentionally excluding someone from an online group.
 - Hazing - an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - Sexualized bullying - when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Child Advocate: The Chair of the Safe Sanctuary Response Team.

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.

Child 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 ting, 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 unconscionable 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. **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 paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

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.

7. **Trafficking:** Engaging a child in a severe form of trafficking in persons or sex trafficking. The term “severe forms of trafficking in persons” means -
- (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 19 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 of involuntary servitude, peonage, debt bondage, or slavery. The term “sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

Direct Contact With Children: the care, supervision, guidance or control of children or routine interaction with children.

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.” These adults are known as “mandated reporters.” (as defined **CPSL Title 23 PA.C.S. Chapter 63**). **This includes volunteers, as well as staff.**

Ministerial Relationship: the relationship between one who carries out the ministry of the church and the one being served by that ministry.

Pastor: an Authorized Minister who is under Call or contract to the congregation.

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 our church is the Pastor; if the Pastor is unavailable, the Safe Sanctuary Response Team Chairperson.

Routine Interaction: regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.

Sexual Exploitation: sexual activity or contact (not limited to sexual intercourse) in which an Approved Adult engaged in a ministerial relationship with another takes advantage of the vulnerability of the person being served by causing or allowing that person to engage in sexual behavior with the Approved Adult.

Sexual Harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity.
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, electronic communications, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; or
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Teaching Assistant/Helper/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; A teaching assistant's opportunity is temporary and must be supervised by approved adults.

Youth Volunteer: anyone 21 or less years of age who works under the supervision of 2 Approved Adults.

MINISTERIAL CONDUCT

It is important that all Authorized Ministers and Approved Adults of the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.

It is the policy of St. Paul's United Church of Christ of Stoverstown to encourage its Authorized Ministers and Approved Adults to nurture safety within ministerial relationships by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Although this policy focuses primarily on child sexual abuse, all forms of abuse are prohibited. Authorized Ministers and Approved Adults may not have engaged in or been accused or convicted of any form of abuse.

Behavior that is classified under the terms in this policy as acts or failures to act which results in physical abuse, sexual abuse, emotional abuse, neglect, or bullying may not be engaged in by any Authorized Ministers or Approved Adults. Such abuse does not stand with the faith teachings of this church.

Sexual Exploitation or Sexual Harassment of parishioners or others by anyone engaged in ministry on behalf of St. Paul's United Church of Christ of Stoverstown is unethical behavior and will not be tolerated within this congregation.

All Authorized Ministers and Approved Adults must follow the mandatory reporting requirements of suspected child abuse in accordance with Pennsylvania's Child Protective Service Law. Concerns and complaints of Bullying, Sexual Exploitation, or Sexual Harassment must be reported to the Safe Sanctuary Response Team. Understanding that there is a legal and ethical obligation to report suspicions of mistreatment and abuse Authorized Ministers and Approved Adults are required to cooperate fully with authorities to investigate all cases of alleged abuse. Failure to report or cooperate fully in any external or internal investigation may be grounds for termination of an Authorized Minister or revocation of Approved Adult status at St. Paul's United Church of Christ of Stoverstown.

SAFE SANCTUARY RESPONSE TEAM (SSRT)

The Safe Sanctuary Response Team will be established by Consistory each year to oversee the Safe Sanctuary Policy and in preparation for the possibility of handling complaints under this policy. There shall be no fewer than three members, with at least one male and one female on the team. This team will function as a subcommittee of the Pastor/Parish Relations Committee.

This Team will:

1. Implement and enforce this Safe Sanctuary Policy.
2. Review and make recommendations to the Pastor/Parish Relations Committee for revising congregation policy regarding the safety of our children, youth and adults.
3. Provide/arrange for training for all staff and Approved Adults working with the children/youth regarding child abuse and the Safe Sanctuary 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 the Pastor/Parish Relations Committee apprised of all activities of the committee.
7. Be kept apprised of investigations.

The Pastor and the SSRT chairperson 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 clearances 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 clearances 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 clearances.
5. Receive and process reports of suspected abuse.
6. Make available, upon request of an individual, his/her clearance reports.

The SSRT Chairperson will be appointed by Consistory and will:

1. Ensure that required forms are received for all applicants and proper records are maintained.
2. Call meetings as often as needed, but no less than once each year

REQUIREMENTS FOR COMMENCING AND CONTINUING MINISTRY AS APPROVED ADULTS

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.

Approved Adults must:

1. Attend St. Paul's United Church of Christ of Stoverstown for a minimum of 6 months.
2. Complete an Approved Adult application form and the required certification forms. Certifications are required for all applicants. The church will pay the filing fees for clearances for its members. It is acceptable for the applicant to make a donation in the amount of the fees if they are able and desire to do so.
3. Attend and/or complete a standard initial training session.
4. Sign and comply with the Covenant of Child Protection.
5. Once accepted as an Approved Adult, notify the Pastor or the SSRT Chairperson 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 under PA law effective 12/31/14.

The following required application forms are used to apply to become an Approved Adult and are located in the Appendix:

1. Approved Adult Application
2. Consent/Release for return of Child Abuse Certification to Church
3. Pennsylvania State Police Request for Criminal Records Certification Form
4. Pennsylvania Child Abuse History Certification 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 do not have a prior FBI check
6. Swear or Affirm Statement for volunteer or employee

The following forms are used after clearances are received and are located in the Appendix:

7. Approved Adult - Review of Application and Certifications
8. Approved Adult - Review of Legal Disqualifications for Application in PA
9. Letter of Acceptance as an Approved Adult
10. Child Protection Covenant

Required Certifications

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," will be 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's United Church of Christ of Stoverstown requires employees and volunteers working with children and youth to obtain the following certifications before with children/youth:

- Child Abuse History Certification Form (CY-113)
- Pennsylvania State Police Request for Criminal Record Certification Form (SP4-164)

Applicant must swear or affirm in writing (Approved Adult Application) 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.

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 have not previously done so for other volunteer service or employment.

The Pennsylvania Department of Human Services (DHS) is utilizing IDEMIA to process fingerprint-based FBI criminal background checks, as of 11/28/17, rather than Cogent as used in the past. To begin the registration process, go to <https://uenroll.identogo.com/>. **The DHS service code for volunteers is 1KG6ZJ.** The DHS service code for employees 14 years or older who have contact with children is 1KG765.

Effective 12/31/14, all employee certifications, including FBI fingerprint checks, must be obtained every 60 months, with a one year period or until 12/31/15 to bring all employees current. New volunteers are required to have certifications by 8/25/15. Current volunteers (approved before 8/25/15) who have certifications more than 60 months old (as of 7/1/16) or no certification have until 7/1/16 to get updated certifications. Volunteers whose certifications are within 60 months need to renew in time to meet the 60 months deadline. Volunteers whose certifications are otherwise current are required to complete a Current Volunteer Statement to accept responsibility as mandated reporters and to swear or affirm that they are not disqualified from service working with children {pursuant to§6344(C)},* or have “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. This Statement should be completed every 60 month as part of renewal, and includes a box to check to indicate a 10 year PA residency. 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. Renewal date is from the oldest current certification.

* See List of Disqualifiers in the appendix

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

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

Volunteers must submit all required certifications and internal documents prior to working with children. In lieu of obtaining new certifications, volunteers may submit copies of certifications obtained through other employment or volunteer service which are still current, defined as given within the last 60 months. The Church needs to retain a copy for their file.

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 Statue 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.

Certifications will be repeated every 60 months, or as otherwise required by state law. Certifications obtained for employment may be transferred to other employment or volunteer service, as long as they are current. Certifications obtained for volunteer service may be transferred to other volunteer service, but may not be transferred to employment.

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{pursuant to §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 Prospective Employee Statement.)
 - 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.
- *see List of Disqualifiers in the appendix

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

CERTIFICATION SPECIAL CIRCUMSTANCES

Non-Resident Volunteer: 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 certification as long as they are “in compliance with the clearance 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 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 in appendix.

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 in appendix.

Pastor: Authorized Ministers, serving as Pastor of the church, will attend boundary training workshops as required by the York Association of the Penn Central Conference as well as any other continuing education and/or certifications required by the Association, Conference, or the United Church of Christ.

RECORDS

Applications and related forms for staff and volunteers will be locked in a confidential file under the jurisdiction of the Pastor and/or the SSRT Chairperson. Clearances are confidential and will only be made available to a Pastor under call or contract to the congregation and to the Chairperson of the Safe Sanctuary Response Team.

The Chairperson of the Safe Sanctuary Response Team is responsible for maintaining these records and will follow these record keeping 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;
 - a. For staff and volunteers who have the 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.
 - b. 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 reports are 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;
 - a. New certifications are to be obtained every 60 months from the date of the existing certifications.
 - b. New certifications are required for all personnel and volunteers who have had a one (1) year break in continuous participation in the life of the church.
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 Safe Sanctuary Team, and in accordance with the state statute of limitations related to sexual abuse of minors. In PA, the statute for filing criminal and civil 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.

GENERAL GUIDELINES FOR PROTECTION, MONITORING, & SUPERVISION

St. Paul's United Church of Christ of Stoverstown is committed to providing a safe and healthy environment in which all people can learn about and experience God's love.

In order to promote this, and to ensure that a nurturing Christian environment for both children/youth and adults is maintained within the congregation, to protect those 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 any other act described as sexual abuse in this policy or the laws of our state.
3. **Sexual Exploitation or Sexual Harassment Prohibited:** Those who are Authorized Ministers or Approved Adults engaged in a ministerial relationship of the congregation shall not violate that responsibility by taking advantage of the person being served by causing or allowing that person to engage in sexual activity or contact, engaging in repeated or coercive sexual advances toward another person contrary to his or her wishes, or by any other act described as sexual exploitation or sexual harassment in the terms used in this policy.
4. **Bullying Prohibited:** Those who are Authorized Ministers or Approved Adults engaged in a ministerial relationship of the congregation shall not violate that responsibility by intentionally, recklessly or knowingly demonstrating aggressive behavior that is repeated over time and involves an imbalance of power or strength whether or not the behavior is physical, verbal, nonverbal or relational, cyber, or any other act described as bullying in the terms used in this policy.
5. **Checking Individuals In & Out:** These procedures are designed to reduce the risk of an incident occurring within the church's facility.
 - a. When anyone (members, guests, contract workers, maintenance, cleaning crews, etc.) enter the church during operational hours they must check in and out at the church office. This does not apply to those attending worship services or regularly scheduled church activities.
 - b. When possible, a single point of entry and exit should be used for all activities and events.
 - c. If there is more than one entrance or exit, those points of access should be monitored.
6. **Two Approved Adults Rule:** Two Approved Adults should be present during any church sponsored children/youth activity.
 - a. 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 and bathroom areas 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.
- b. Youth Helpers or occasional care assistants may work under the supervision of Approved Adults.
7. **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.
- a. 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
8. **Bathroom and Diapering:** 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.
- a. Regular bathroom checks should be conducted by an Approved Adult during any church activity.
- b. If you need to take a child to the toilet, be aware of your visibility and the child's privacy, e.g., adult stands holding public bathroom door open while child enters toilet stall alone.
- b. Diapering: Whenever possible a parent or guardian should be recruited to change clothes or a diaper. If a parent or guardian is not available an Approved Adult must be in an area of high visibility when clothes or diapers are being changed.
- c. 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.
- d. 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.)
9. **Empty Room Policy:** After an activity, check rooms to ensure that all participants have vacated the room.
10. **Interaction between Authorized Ministers or Approved Adults and those they serve in a ministerial relationship:**
- a. Physical Expressions of Affection: True expressions of affection toward children/youth and vulnerable adults can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child/youth or adult or a pat on the back can be a small but significant act for both individuals. That being said, Authorized Ministers or Approved Adults must use caution and common sense when physically expressing affection toward those they serve in a ministerial relationship.
- i. Respect a child's/youth's/adult's refusal of affection.
- ii. Be aware of appropriate hand placement. A child/youth/adult or an observer could misinterpret a pat on the bottom or a bear hug. Note that a body-to-body embrace; a touch on private areas, those areas covered by a bathing suit; or a kiss on the mouth is inappropriate. Appropriate physical interactions include side hugs; shoulder-to-shoulder or "temple" hugs; pats

- on the shoulder or back, handshakes; high-fives; verbal praise; holding hands (with young children in escort situations).
- iii. Discipline of any type involving physical contact is not permitted.
- c. One-on-one Contact: There are occasions when an Authorized Minister or Approved Adult will be required to meet one-on-one in performing the duties of their ministerial relationship. In those situations Authorized Ministers and Approved Adults should observe the following guidelines to manage the risk of abuse or false allegations of abuse:
- i. Meet in a public place where you are in view of others.
 - ii. Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
 - iii. If meeting in a room or office, leave the door open or move to an area in the room that can be easily observed through the window of a closed door.
 - iv. Inform another Approved Adult that you are meeting alone with a parishioner and ask them to randomly drop in when possible.
 - v. Document and immediately report any unusual incidents, including disclosure of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- d. Off-site Contact: The majority of ministerial duties are performed within the church facility, however there are occasions that call for the ministerial relationship to occur off-site. Appropriate off-site contact by Authorized Ministers or Approved Adults includes:
- i. Home visits, nursing home visits, and hospital visits for reasons of long-term illness, shut-ins, end-of-life or bereavement counseling, etc). Care should be taken to avoid any interaction that might be misinterpreted by following the guidelines set forth in this policy as if the meeting were held in the church's facility.
 - ii. If the off-site contact involves a minor child the Authorized Minister or Approved Adult should seek permission from the parents' or guardians' before engaging in the visitation or event. When applicable permission slips and release forms are to be used as outlined in this policy.
- e. Electronic Communication: All communication between Authorized Ministers or Approved Adults should be transparent. Appropriate electronic communications includes:
- i. Sending and replying to emails and text messages when copying in another Approved Adult or the child's/youth's/vulnerable adult's parents or guardians.
 - ii. Communicating through the church's group page on Facebook or other approved public forums.
 - iii. "Private" online meetings, such as Zoom, where the event has been approved by Consistory and is announced to the congregation for participation and a group of 3 or more individuals participate.
 - iv. Cellphones may be used by Authorized Ministers or Approved Adults in their ministerial relationships so long as the voice, internet, text messaging and/or emailing relates to their ministerial duties and does not violate the prohibited child abuse, sexual abuse, sexual exploitation, sexual harassment, or bullying policies found in this document.
 - v. During field trips or off-site programs cellphones should primarily be used for emergency purposes.

- vi. Photographing/videoing of children/youth/vulnerable adults may only be taken when in groups and with the written consent of parents or guardians.
 - f. Gift Giving: Molesters routinely groom their victims by giving gifts. They might instruct the child/youth/vulnerable adult to keep the gifts a secret, which then starts teaching the child/youth/vulnerable adult to keep secrets from parents or guardians. For this reason, Authorized Ministers and Approved Adults should only give gifts to groups, and only under the following circumstances:
 - i. The appropriate church leadership, such as Consistory or standing committees of the church, must be made aware of and approve the gift.
 - ii. Parents or guardians must be notified.
- 11. Permission Slips**
- a. General Consent - Children/youth must have permission to participate in activities. Parents/guardians need to complete and return a Child and Youth Registration form, which includes pertinent medical information and emergency phone numbers, a medical release, and general permission for field trips. These forms will be updated every year and filed in the church office.
 - b. Special Events - Children/youth must have permission to participate in any overnight activity or any activity that takes place away from church grounds. The permission must be written, signed by a parent or guardian, and must identify the activity in which the child/youth will be participating.
 - c. The Pastor and/or the Safe Sanctuary Response Team Chairperson 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).
- 12. Medical Release Forms for field trips:** All youth participating in a youth group or going on a field trip with either a youth group or the Sunday school must have a Medical Release Form on file before they will be allowed to participate.
- a. A copy of the completed form will be kept on file in the Church office.
 - b. 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.
- 13. Overnight Activities:** Overnight activities involving children/youth shall be chaperoned by at least two Approved Adults. Boys and girls will sleep in separate areas with at least two Approved Adults of the same gender directly supervising each group.
- 14. Transportation of Children/Youth:** When children/youth are transported for church activities they shall be transported in groups with at least one Approved Adult in each vehicle.
- 15. Personal Vehicle Transportation:** To transport children/youth in a personal vehicle, the driver must be 22 years of age or older. Drivers must have a copy of their driver's license, registration, and proof of insurance on file in the church office. Anyone who has had their license revoked or suspended within the past five years will be ineligible to drive for youth activities.
- 16. Nursery Registration, Guidelines and Sign-in Sheets:** These forms are intended for use when the church hosts special events involving other churches in the community or the York Association when the children and/or parents are not known to the congregation.

The following forms are located in the Appendix:

- 1. Registration, Medical Information & Release, General Permission - Children & Youth

2. Parent or Guardian Permission for Special Activity
3. Nursery Registration, Medical Information & Release for Special Events
4. Nursery Guidelines for Parents for Special Events
5. Nursery Sign-in Sheet for Special Events

APPROPRIATE SUPERVISION

St. Paul's United Church of Christ of Stoverstown is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. It is the policy of this church to provide adequate supervision and safeguards for children and youth activities.

There will be no fewer than two Approved Adults participating in all day trips/overnight activities on or off church property. In situations where there are both boys and girls there will be at least one female and one male Approved Adult present with the youth. Recommended ratios are: 2 Approved Adults for up to 12 youth; 1 additional Approved Adult for each 6 additional youth. Written consent of one parent or guardian of a minor will be required for all activities off the church property and for any overnight activities.

KEY POLICY

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include, but are not limited to, paid employees, officers of the church, committee chairs and youth group leaders, and others as deemed appropriate. Consistory will approve the list of positions for whom keys are given and their current key holders once each year.
2. Any other person who seeks possession of a key to the church facilities will have a clearly stated reason for needing a key and will need to be approved by the Consistory.
3. All keys shall be of a type that cannot be duplicated, in order to eliminate unauthorized reproduction.
4. The keys will be assigned by the Trustees, following approval of the recipient by the Consistory. The Trustees will distribute or arrange for the distribution of the keys once they are assigned. If there is a need for additional keys, the Trustees will obtain new keys with Consistory approval.
5. Records of key holders will be maintained by the church's Trustees and kept on file. Keys shall be returned when they are no longer needed by the holder, and the return will be documented.
6. It will be the responsibility of the Trustees to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed. Authorized key holders may loan their key to a spouse if the spouse has signed the Key Receipt Form and the Statement of Compliance. Authorized Youth leaders may share a key as long as each leader has signed the Key Receipt Form and the Statement of Compliance.
7. Key holders will be required to sign a Statement of Compliance, and submit a Key Receipt Form.
8. No key 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 holder is not a legal guardian or foster parent of) at a time when there is no church related activity being held in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder is alone with a child in the facility. 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 Pastor or Safe Sanctuary Response Team prior to entry.

The following form is located in the Appendix:

1. Statement of Compliance/Key Receipt Form

PROVIDING COMMUNITY FOR KNOWN SEXUAL OFFENDERS

*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)*

Recognizing that all people need to find sanctuary in God, it is vital that as a Christian community we welcome the “least of these” in to the life of the church. (Mt. 25:45) Like Jesus, we want to show our love and concern by providing a place of refuge, of hope, and safety for all of God’s children.

Individuals who have been adjudicated by a court or child protective services findings as sexual offenders and/or have admitted to past sexual abuse of children and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities. Such 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 prior to participation.

Depending on the circumstances and at the discretion of the SSRT, 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 them from contact with children. Any individual on probation or parole must provide the Pastor or Safe Sanctuary Response Team 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.

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 Pastor or Safe Sanctuary Response Team 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 Pastor or Safe Sanctuary Response Team 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 Pastor or Safe Sanctuary Response Team 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 Pastor or Safe Sanctuary Response Team will work with the offender to create an alternative plan that may include regular pastoral counseling, participation in a community-based group for sexual offenders, one-on-one mentoring with a congregational member that has

received at least 3 hours of training on working with sexual offenders as stipulated in this policy for “supervisors” (see section on Training & Education) 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 SSRT 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 SSRT 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 worship in the sanctuary and attend adult Sunday school classes. The SSRT 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.
7. A supervisor must accompany the offender at all times when on church property.
8. 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.
9. At least twice each calendar year and as otherwise requested, the offender shall meet with and report to the Pastor or Safe Sanctuary Response Team regarding status of adherence to these guidelines.
10. If the offender should decide to relocate membership (or substantially attend) another congregation, the Pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

The following form is located in the Appendix:

1. Sexual Offender Covenant for Participation in the Congregation

PROCEDURES FOR HANDLING ADULT COMPLAINTS OF SEXUAL EXPLOITATION OR HARASSMENT

Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment: The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment. The complainant can report the incident to the Pastor or the SSRT Chairperson, in an effort to resolve the matter informally.

If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Safe Sanctuary Response Team institute formal proceedings which shall include the following steps:

1. The SSRT will advise the Pastor and the Consistory President of the receipt of all complaints and will keep them apprised of ongoing steps and actions taken. If either the Pastor or Consistory President is the subject of the complaint, this notice requirement will not apply as to that person.
2. The SSRT will gather statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Pastor/Parish Relations Committee or an appropriate subcommittee thereof.
3. The Pastor/Parish Relations Committee, or an appropriate subcommittee thereof, will make determinations and take actions appropriate to resolve the matter. These may include:
 - finding that sexual exploitation or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
 - a. a formal reprimand, with defined expectations for changed behavior;
 - b. recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - c. probationary standing, with the terms of the probation clearly defined;
 - d. dismissal from employment or volunteer position.
 - finding that sexual exploitation or harassment did not occur.

The SSRT may seek the advice of legal counsel or others, including the Committee on Ministry of the York Association of the Penn Central Conference of the United Church of Christ, to advise it in performing its functions.

A written summary of the SSRT proceedings in such cases will be maintained. Confidentiality will be of utmost importance.

The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, consent will not excuse or exonerate inappropriate behavior, and the church may initiate or proceed with the formal complaint process.

In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration will be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.

If the complainant or respondent is not satisfied with the disposition of the matter by the SSRT, he or she has the right to appeal to the Consistory President or to the Consistory Vice President if the Consistory President is the subject of the complaint, who will refer the matter to the Consistory. The subject of any such appeal to the Consistory will be limited solely to whether the procedures of this policy were followed. The matter will not be reconsidered on the merits, and the decision of the Consistory will be the final resolution of the matter. If the Consistory determines that the procedures of this policy were not followed, it will refer the matter back to the SSRT to complete the processing of the complaint in accordance with these procedures.

Apart from any disposition of the matter by the church, all allegations of behavior which call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Committee on Ministry of the York Association of the Penn Central Conference of the United Church of Christ.

The Penn Central Conference of the United Church of Christ may be contacted at: 717-652-1560 or pccucc@pccucc.org

The following form is located in the Appendix:

1. Sexual Exploitation & Harassment Incident Complaint

PROCEDURES FOR HANDLING COMPLAINTS OF BULLYING

In the event that allegations of bullying behavior is reported one of the following approaches may be taken: The complainant can attempt to resolve the matter directly with the respondent, the individual accused of bullying. The complainant can report the incident to the Pastor or the SSRT Chairperson, in an effort to resolve the matter informally.

If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Safe Sanctuary Response Team institute formal proceedings which shall include the following steps:

1. The SSRT will advise the Pastor and the Consistory President of the receipt of all complaints and will keep them apprised of ongoing steps and actions taken. If either the Pastor or Consistory President is the subject of the complaint, this notice requirement will not apply as to that person. If the complaint involves any minors their parent or legal guardian will be informed.
2. The SSRT will gather statements or other information from the individuals involved in the alleged bullying behavior and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Pastor/Parish Relations Committee or an appropriate subcommittee thereof.
3. The Pastor/Parish Relations Committee, or an appropriate subcommittee thereof, will make determinations and take actions appropriate to resolve the matter. These may include:

- finding that bullying has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
 - e. a formal reprimand, with defined expectations for changed behavior;
 - f. recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - g. probationary standing, with the terms of the probation clearly defined;
 - h. dismissal from employment or volunteer position.
- finding that bullying did not occur or the behavior did not meet the criteria to constitute bullying.

The SSRT may seek the advice of legal counsel or others, including the Committee on Ministry of the York Association of the Penn Central Conference of the United Church of Christ, to advise it in performing its functions.

A written summary of the SSRT proceedings in such cases will be maintained. Confidentiality will be of utmost importance.

The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, consent will not excuse or exonerate inappropriate behavior, and the church may initiate or proceed with the formal complaint process.

In determining whether alleged conduct constitutes bullying, consideration will be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

Any person bringing a bullying complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.

If the complainant or respondent is not satisfied with the disposition of the matter by the SSRT, he or she has the right to appeal to the Consistory President or to the Consistory Vice President if the Consistory President is the subject of the complaint, who will refer the matter to the Consistory. The subject of any such appeal to the Consistory will be limited solely to whether the procedures of this policy were followed. The matter will not be reconsidered on the merits, and the decision of the Consistory will be the final resolution of the matter. If the Consistory determines that the procedures of this policy were not followed, it will refer the matter back to the SSRT to complete the processing of the complaint in accordance with these procedures.

Apart from any disposition of the matter by the church, all allegations of behavior which call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Committee on Ministry of the York Association of the Penn Central Conference of the United Church of Christ.

The following form is located in the Appendix:

1. Bullying Incident Complaint

SUSPECTED CHILD ABUSE REPORTING AND RESPONSE; RESPONSE TO ALLEGATIONS/ADMISSIONS OR CRIMINAL CHARGES

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.”

Church staff that should be considered mandated reporters under the CPSL would include those who routinely come into contact with children, such as pastors, music ministers, youth directors and any other paid staff expected to come into contact with children on a regular basis, as well as their supervisors. Volunteers who accept the responsibility of caring for children (“Approved Adults” under this policy) are considered mandated reporters under the CPSL beginning December 31, 2014. Staff or volunteers whose job or service responsibilities do not include care or direct contact with children as defined by the CPSL (such as most administrative or custodial staff, kitchen workers, 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:

1. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
2. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

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, i.e., identify the alleged offender.

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

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. (This is a legal requirement.)

Second: The reporter must then “immediately thereafter” inform the Pastor or the SSRT Chairperson a report has been made. (This is a legal requirement.)

Third: The reporter must complete an internal Child Abuse Incident Report and give it to the Pastor or the SSRT Chairperson. (This is a Safe Sanctuary Policy requirement.)

Fourth: The reporter must complete and file a written CY47 report with local CPS within 48 hours after making the report to Childline. (This is a legal requirement.)

Fifth: The reporter must provide a copy of the CY47 report to the Pastor or the SSRT Chairperson along with documentation of when it was filed. (This is a Safe Sanctuary Policy requirement.)

Sixth: The Department of Public Welfare (DPW) 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 Pastor or SSRT Chairperson of the results. (This is a Safe Sanctuary Policy requirement.)

Seventh: The Pastor or SSRT Chairperson will note on the internal Child Abuse Incident Report the date the results were provided by the reporter, and file any related documentation. (This is a Safe Sanctuary 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 obligations of the mandated reporter as of 12/31/14 (including volunteers, i.e., “Approved Adults”) are to “REPORT IMMEDIATELY” to ChildLine and immediately THEREAFTER notify the Pastor or SSRT Chairperson. 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). Pastor or SSRT Chairperson will then have the responsibility for facilitating the cooperation of the church with the investigation of the ChildLine report.

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 York County Office of Children, Youth, and Families may also be contacted by the Pastor or SSRT Chairperson 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 or electronic 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 to your County agency.

York County Office of Children, Youth, and Families

100 West Market Street #4

York, PA 17401

(Phone: 717-846-8496)

Form CY-47 is a legally required report.

The reporter shall notify Pastor or SSRT Chairperson 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 Pastor or SSRT Chairperson 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, Consistory and the Safe Sanctuary Response Team. 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 should also be protected 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 Child Advocate or Pastor 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, Penn Central Conference and the York Association 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 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 Pastor or SSRT Chairperson as soon as practicable after receiving results from DPW. Investigations are to be concluded by CPS in 30 or 60 days. The Pastor or SSRT Chairperson 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 the Consistory President, Vice-president, SSRT Chairperson, and others as appropriate. The input of the Conference Minister may be sought and, if pastoral staff is involved, the York Association Committee on Ministry 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 Consistory will authorize the Pastor or a Consistory designee 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 and the Consistory.
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 Consistory with assistance from the Conference Minister and the York Association Committee on Ministry.

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 Safe Sanctuary Response Team (SSRT) from working with children/youth in the congregation. Persons who admit to a Pastor or any member of the SSRT 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 SSRT or a supervising staff member as soon as the investigation begins.

The SSRT 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 THE SAFE SANCTUARY POLICY:

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

Allegations were not Abuse, but a Demonstration of Poor Judgment

1. The Consistory will hold the offender responsible and accountable for the behavior.

Grace and mercy are extended in the context of repentance, accountability and justice.

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 SSRT. 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.

TRAINING AND EDUCATION

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.

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 (two) years. Volunteers or staff who cannot attend sessions in person will be required to review a tape (video, audio) or a power point of the training prior to serving with youth. Adults will not be approved to take care of children until after they have completed the required training.

All Approved Adults and staff will receive a full copy of the Safe Sanctuary Policy and Guidelines, sign a Statement of Compliance and sign a Covenant of Child Protection.

PROCEDURES FOR EDUCATION AND TRAINING:

Staff and Volunteers

1. Training will be offered annually. It will be considered a mandatory part of volunteer training and employee orientation.
2. Once an individual has participated in the initial training, refresher training will be required every two years to ensure that the individual's knowledge is current and accurate.
3. The church's SSRT Chairperson 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's United Church of Christ of Stoverstown 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 once each year for parents and other 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 2 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, school. Teachers will be provided with any needed training, as well as curriculum material, to use.

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.

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.

The church will inform its membership of the inclusion of known sexual offender and the agreed upon guidelines using various means of communication.

USE OF FACILITIES BY OUTSIDE ORGANIZATIONS

Outside groups and organizations using the church facilities on a recurring 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's United Church of Christ of Stoverstown.

- If their policy does not include a “two adult” rule; clearances 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 outside groups will be required to sign a Statement of Compliance for the sponsoring organization before use of the facilities will be granted.

APPENDIX - Listing of Forms

- APPROVED ADULT - Application
- APPROVED ADULT - Review of Legal Disqualifications for Application
- APPROVED ADULT - Review of Application and Certifications
- APPROVED ADULT - Covenant of Child Protection
- APPROVED ADULT - Current Volunteer Statement
- APPROVED ADULT - Letter of Acceptance (Updated Letterhead)
- APPROVED ADULT - Non-Resident Volunteer Form
- APPROVED ADULT - Swear of Affirm Statement
- APPROVED ADULT - Hiring Practices
- APPROVED ADULT - PA Prospective Employee Statement
- CERTIFICATIONS - PA State Police Criminal Record Check -Volunteer Only
- CERTIFICATIONS - PA State Police Criminal Record Check (Employee)
- CERTIFICATIONS - PA Child Abuse History Certification and Instructions
- CERTIFICATIONS - Consent/Release Form for return of PA Child Abuse History
- CERTIFICATIONS - Information on Certifications and FBI fingerprinting
- KEY POLICY - Statement of Compliance/Receipt Form
- NURSERY Guidelines for Parents for Special Events
- NURSERY Sign In Sheet for Special Events
- NURSERY Registration, Medical Information & Release for Special Events
- PARENTAL PERMISSION for Special Activities
- REGISTRATION, Medical Information & Release, General Permission - Children & Youth
- REPORT Internal Church Form - Sexual Exploitation or Harassment Incident Complaint
- REPORT Internal Church Form - Bullying Incident Complaint
- REPORT of Suspected Child Abuse - State Form CY47
- REPORT Internal Church Form - Suspected Child Abuse Incident Report
- SEXUAL OFFENDER - Covenant for Participation in Congregation
- STATEMENT of Compliance for Organizations using Church facilities
- STATEMENT of Training Compliance for Staff and Volunteers
- POLICY SUPPLEMENT #1 - Guidance on What to do When a Child or Youth is the Offender
- POLICY SUPPLEMENT #2 - Resources for Understanding/Preventing/Responding to Child Sexual Abuse & Family Violence
- POLICY SUPPLEMENT #3 - Age of Consent Issues in Pennsylvania

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St. Paul's United Church of Christ
2173 Stoverstown Road
Spring Grove, Pennsylvania 17362

APPLICATION TO BECOME AN APPROVED ADULT

This application is a mandatory part of a process to assist the congregation 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's United Church of Christ of Stoverstown must complete this application.

I wish to be approved as:

- _____ Approved Adult (must be at least 22 years old and requires certification forms)
_____ Approved Young Adult (must be at least 18 years and requires certification forms)
_____ Helper/Teaching Assistant (works under supervision of approved adults)

PERSONAL INFORMATION

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

(1) Name _____ (2) Date of Birth _____

(3) Address _____

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

(7) E-mail Address _____

(8) Permanent addresses you have maintained during the last five years, beginning with the most recent:

Before answering questions 9 through 19 on this application, please read the Safe Sanctuary Policy of St. Paul's United Church of Christ of Stoverstown and the page attached to this application on which appear definitions of child abuse and child sexual abuse and exploitation. In the questions below, the words "abuse," "abusing a child" and "child abuse" are intended to include the conduct described in the definitions.

(9) Is there any reason why you should not work with children/youth? Yes No
If yes, please explain.

(10) Have you ever abused a child/youth (a person less than 18 years of age)? Yes No
If yes, please explain.

(11) Have you ever been accused of abusing a child/youth? Yes No
If yes, please explain.

(12) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser? Yes No
If yes, please explain.

(13) Have you ever been arrested for, convicted of, or plead guilty to a criminal offense against a person? Yes No
If yes, please explain

CHURCH OR CHILD-RELATED WORK

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

(15) Name and address of church (if any) of which you are now a member, if other than this congregation.

(16) Names and addresses of all churches you have attended on a regular basis at any time during the last five years.

(17) Describe any church work you have done with children/youth during the last five years. Include the church's name, city, and year(s) of participation.

(18) Describe any non-church related work you have done with children/youth during the last five years. Include the organization's name, city, and year(s) of participation.

PERSONAL REFERENCES

(19) Give the name, address, and phone number of two persons, not relatives, who have known you for at least five years.

(a.) _____

(b.) _____

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

Applicant's Signature _____ Date _____

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

I understand and agree that the congregation may contact the churches and references identified above and others who may be identified by those listed above. 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 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 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 swear 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.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

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

I acknowledge that the above named applicant has appeared before me and produced a photo driver's license or other acceptable form of photo identification.

Reviewer: _____ Date: _____

Applicant's Signature: _____ Date: _____

Revised 08/17/2015

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

THE FOLLOWING WILL PERMANENTLY DISQUALIFY AN APPLICANT FROM SERVING AS A VOLUNTEER OR PAID STAFF MEMBER WORKING WITH CHILDREN OR YOUTH:

- Convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses):
- 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.

*Temporary and permanent “bans” that may include these additional offenses (and others) are under study in PA with a Committee report due to PA General Assembly no later than 12/31/15.

APPROVED ADULT - REVIEW OF APPLICATION AND CERTIFICATIONS

Applicant's Name _____

Date of Application _____ Date of Review _____

Findings from PA Criminal Record Certification _____

Findings from PA Child Abuse Certification _____

Findings from FBI Background Check (if required) _____

Results of reference check _____

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

Explain _____

Are there any other reasons why this application should not be approved? (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's United Church of Christ of Stoverstown upon
completion of the required volunteer training.

Signature _____

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St. Paul's United Church of Christ

2173 Stoverstown Road

Spring Grove, Pennsylvania 17362

APPROVED ADULT COVENANT OF CHILD PROTECTION

I accept the responsibility to nurture the Christian faith and well being of the children and youth of the St. Paul's United Church of Christ of Stoverstown and to care for them as Christ cares for me.

"I ...will watch over everyone God has placed in my care... willingly in order to please God, and not simply because I know I must. - I Peter 5:2 (CEV)

I have read, understand, and agree to abide by the Safe Sanctuary Policy of St. Paul's United Church of Christ of Stoverstown.

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 church 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 outlined in the Safe Sanctuary Policies and Procedures manual.
- If I become aware of an injury, accident, or mishap at any property and/or facility of St. Paul's United Church of Christ of Stoverstown or at a St. Paul's United Church of Christ of Stoverstown activity at any location, I will make certain that the incident is reported immediately to a member of the Safe Sanctuary Response Team. Team members' names will be posted on the bulletin board in the Sunday School Wing.

- While at a property and/or facility of St. Paul's United Church of Christ of Stoverstown or at a St. Paul's United Church of Christ of Stoverstown activity at any location, I will not be alone with a child or youth (through age 17 years) other than my own.
- If I become aware of an inappropriate relationship involving children, youth, or a child or youth and an adult, any one of whom is associated with St. Paul's United Church of Christ of Stoverstown, I will report it immediately to a member of the Safe Sanctuary Response Team. Team member's names will be posted on the bulletin board in the Sunday School Wing.
- 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): _____

Home Phone: _____ Daytime Phone, if different: _____

Signature: _____ Date: _____

Revised 6-4-14

**St. Paul's United Church of Christ
2173 Stoverstown Road
Spring Grove, Pennsylvania 17362**

CURRENT VOLUNTEER STATEMENT

Applicant Name: **(please print)** _____

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, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years (these certifications need to be renewed every 60 months). 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 church setting. 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 swear 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.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

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

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, and I understand I must provide documentation of this to the church prior to working with children.

Applicant's Signature _____ Date _____

This form is to be used by current volunteers (those serving as approved adults as of August 25, 2015, whose certifications do not need to be renewed/new certifications obtained before July 1, 2016); and at each 60 month renewal by all volunteers.

*A prospective volunteer should complete the Approved Adult application, which includes this same language. Any new person requesting to volunteer August 25, 2015 and after must get all required certifications before working with children.

Revised 07-15-15

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*ST. PAUL'S UNITED CHURCH OF CHRIST,
STOVERSTOWN*

2173 Stoverstown Road, Spring Grove, PA 17362

(717) 225-6357

Rev. David K. Martin, Pastor

<DATE>

Dear <NAME>,

I am pleased to inform you that you have successfully completed the procedure to become an Approved Adult for St. Paul's United Church of Christ of Stoverstown. After completing the required training session, you will then be able to participate in the exciting ministries that St. Paul's provides to our children and youth. We have received your PA certification forms and determined that you are eligible to serve as an Approved Adult.

As you prepare to serve in the children and youth ministries of St. Paul's I would suggest that you continue to become familiar with the congregation's Safe Sanctuary Policy so that you may do your particular ministry in a safe, protective, and caring environment. Your training will help you learn to protect and bless the children and/or youth in your care.

If you have any questions about the policy, please feel free to discuss them with me. Thank you for volunteering to serve the children and youth of St. Paul's United Church of Christ of Stoverstown.

In Christ's service,

The Reverend David K. Martin,
Pastor

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St. Paul's United Church of Christ of Stoverstown
NON-RESIDENT VOLUNTEER FORM
(for service 30 days or less)

NAME _____ DATE _____

HOME ADDRESS _____

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

VOLUNTEER ASSISTENT _____

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 _____

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St. Paul's United Church of Christ of Stoverstown
SWEAR OR AFFIRM STATEMENT

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.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

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

NAME _____

SIGNATURE _____ DATE _____

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Hiring Practices

The following information relating to certifications for current or prospective employees caring for children, or supervising those who do, should also be incorporated into your employment procedures:

Provisional Employees for Limited Periods (HB435)

Employer may employ applicants 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 30 days, or for out-of-state applicants, no more than 90 days, if ALL of the following conditions are met:

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{pursuant to §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 Prospective Employee Statement.)
- 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 List of Disqualifiers in the appendix**

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PA Prospective Employee Statement

I swear or affirm that I am not disqualified from employment working with children, 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.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

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

Applicant's Signature _____ Date _____

I swear or affirm that I am the parent or legal guardian of the minor applying for a position working with children, _____. He/she is not disqualified from employment working with children, pursuant to §6344(C) [see attached list] or has 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.

Printed Name _____

Relationship to minor _____

Signature _____ Date _____

This statement may be used as an attachment to an Application for Employment, or it can become a part of an Application for Employment. **Be sure to attach the List of Disqualifiers form** to this document, whether it is free-standing or a part of an Application for Employment.

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

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

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

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	St. Paul’s United Church of Christ
ADDRESS	2173 Stoverstown Road
CITY/STATE/ ZIP CODE	Spring Grove, PA 17362
TELEPHONE NO. (AREA CODE)	717-225-6357

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

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

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

REQUESTER SIGNATURE (*Signature required for processing*)

DATE

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

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

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

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

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

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

REQUESTER NAME	St. Paul’s United Church of Christ
ADDRESS	2173 Stoverstown Road
CITY/STATE/ ZIP CODE	Spring Grove, PA 17362
TELEPHONE NO. (AREA CODE)	717-225-6357

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

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

FEEES FOR REQUESTS - \$22.00. NOTARIZED FEE REQUESTS - \$27.00.
*****MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA *****

REASON FOR REQUEST

◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶

INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)

ADOPTION (DOMESTIC)

EMPLOYMENT

VISA

OTHER

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

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

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 \$8.00 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 checked="" 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 checked="" type="checkbox"/> Other: <u>Religious</u>
<input type="checkbox"/> PA Department of Human Services Employment & Training Program participant (signature required below)

<div style="text-align: center;"> <hr style="width: 100%;"/> <div style="display: flex; justify-content: space-between;"> SIGNATURE OF OIM/CAO REPRESENTATIVE OIM/CAO PHONE NUMBER </div> </div> |
|---|---|

AGENCY/ORGANIZATION NAME:
St. Paul's United Church of Christ

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 2173 Stoverstown Road
ADDRESS LINE 2	ADDRESS LINE 2	ADDRESS LINE 2
CITY	CITY	CITY Spring Grove
COUNTY	COUNTY	COUNTY York
STATE/REGION/PROVINCE	STATE/REGION/PROVINCE	STATE/REGION/PROVINCE PA
ZIP/POSTAL CODE	ZIP/POSTAL CODE	ZIP/POSTAL CODE 17362
COUNTRY	COUNTRY	COUNTRY USA
<input type="checkbox"/> Different mailing address	ATTENTION	ATTENTION Barbara Senft

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.)		

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 \$8.00 money order or check for each application. No cash will be accepted. Personal, agency, or business checks are acceptable. Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months. If no payment is enclosed for a non-volunteer purpose, you must provide a payment authorization code, otherwise your application will be rejected and returned to you.
- **DO NOT SEND POSTAGE PAID RETURN ENVELOPES** for us to return your results. Results are issued through an automated system generated mailing process.
- Certification results will be mailed to you within 14 days from the date the certification application is received at the ChildLine and Abuse Registry.
- Failure to comply with the instructions will cause considerable delay in processing the results of an applicant's child abuse history certification application.

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

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

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

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

- (1) Any school of a school district.
 - (2) An area vocational-technical school.
 - (3) A joint school.
 - (4) An intermediate unit.
 - (5) A charter school or regional charter school.
 - (6) A cyber charter school.
 - (7) A private school licensed under the act of January 28, 1988 (P.L.24, No. 11), known as the Private Academic Schools Act.
 - (8) A private school accredited by an accrediting association approved by the state Board of Education.
 - (9) A non-public school.
 - (10) An institution of higher education.
 - (11) A private school licensed under the act of December 15, 1986 (P.L. 1585, No. 174), known as the Private Licensed Schools Act.
 - (12) The Hiram G. Andrews Center.
 - (13) A private residential rehabilitative institution as defined in section 914.1-A(c) of the Public School Code of 1949.
- Check the **self-employed provider of child-care services in a family child-care home** if providing child care services in one's home (other than the child's own home) at any one time to four, five, or six children who are not relatives of the caregiver.
 - Check the **individual 14 years of age or older who is applying for or holding a paid position as an employee** box if the employment is with a **program, activity, or service, as a person responsible for the child's welfare or having direct contact with children:** Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance, or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or public or private organization:
 - A youth camp or program;
 - A recreational camp or program;
 - A sports or athletic program;
 - A community or social outreach program;
 - An enrichment or educational program; and
 - A troop, club, or similar organization
 - Check the **individual seeking to provide child care services under contract with a child care facility or program** box if you are providing child care services as part of a contract or grant funded program.
 - Check the box for **individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.
 - Check the box for **individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.

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

(St. Paul's United Church of Christ of Stoverstown) 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 (St. Paul's United Church of Christ of Stoverstown) 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



NEWS YOU CAN USE!

CERTIFICATIONS FOR THOSE WORKING WITH CHILDREN

Effective 12/31/14: Current employees in positions as an “employee with a program activity or service, as a person responsible for a child’s welfare or having direct contact with children” must have three specific certifications dated within the past 60 months. **All current employees must have the specified certifications in place no later than 12/31/15.**

Effective 12/31/14: Prospective employees may use current certifications, or may be hired on a provisional basis for a single period of no more than 90 days, provided the employee and employer have met all conditions set forth for such provisional hires, including 1) Application for the three specified certifications, 2) The applicant not be permitted to work alone with children, and 3) The applicant must work in the immediate vicinity of a permanent employee, until certifications are obtained. They must also sign a “Swear or Affirm” statement.

Effective 8/25/15: Prospective volunteers (those who are not current volunteers working with children) must have all the required background checks in place prior to working with children (adults only). They must also sign a “Swear or Affirm” statement.

Effective 7/1/16: Current volunteers (those serving prior to 8/25/15) who “volunteer with a child-care service, a school or a program activity or service as a person responsible for the child’s welfare or having direct volunteer contact with children” are required to have specified background checks **dated within the last 60 months no later than 7/1/16 (adults only)**. They must also sign a “Swear or Affirm” statement.

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

Required Certification for Employees & Volunteers:

1) Pennsylvania State Police Request for Criminal Record Check

- Obtain information and download paper form at <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>
OR go to E-Patch and apply on-line at <https://epatch.state.pa.us/Home.jsp>.

2) PA Child Abuse History Certification

- Applicants may submit a paper form with a money order or business check (not a personal check), and also have the option to use electronic submission, and pay with a credit card. Obtain information and download paper form at <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm> and submit to:
ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170
- Once a paper application is received, the results will be mailed to the applicant’s address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.
- **OR use the new PA Portal for mandated reporters and get this clearance on line at**

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

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

Organizations who want to set up business accounts must first register for a Business Partner User account using the “Organization Account Access” link on the Child Welfare Portal. Organization accounts will allow businesses and organizations to purchase child abuse history clearance payment codes and distribute those codes to applicants. When an applicant uses a code given to them by an organization, the organization will have access to the applicant’s child abuse history clearance results once those results are processed.

3) FBI Fingerprint Record certifications are required for all Employees and for Volunteers not living in PA for the past 10 years

- If the volunteer has lived within PA for the past 10 years, no fingerprinting is required; however, the volunteer must swear or affirm in writing they are not disqualified from service based on a conviction of an offense under 6344. (Samaritan *SafeChurch* policies include a “swear or affirm” form you can use)
- The Pennsylvania Department of Human Services (DHS) is utilizing IDEMIA to process fingerprinting-based FBI criminal background checks, as of 11/28/17, rather than Cogent as used in the past.
- To begin the registration process, go to <https://uenroll.identogo.com/>. **The DHS service code for volunteers working with children is 1KG6ZJ. The DHS service code for employees 14 years or older who have contact with children is 1KG756.** For churches and other non-profits, these will be the most commonly used. For Department of Education or other DHS applications, there are other codes in the drop down menu at the site, or at the Department websites. Complete the online form and make an appointment to go to the most convenient location to have fingerprints taken. Be sure to take the identifying documents requested on the form.
- You may contact IDEMIA Customer Service representatives at 1-844-321-2101. Once you have preregistered, the representatives see the same screens as you do, and can answer questions about navigating the process.

Caution: The changes in PA’s Child Protective Services Law in 2014 included a number of specific criminal and civil offenses that now automatically disqualify a person from paid or unpaid work with children. Be sure the person at your church or organization responsible for reviewing the results of the above clearances is aware of these “disqualifiers”.

Repeat Certifications

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

Of Note:

THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE CERTIFICATE WILL NO LONGER BE ISSUED ON IVORY MARBLE SECURITY PAPER. ALL CHILD ABUSE HISTORY CLEARANCE RESULTS WILL BE ISSUED ON PLAIN WHITE PAPER AS OF DECEMBER 31, 2014.

VOLUNTEERS ARE NO LONGER REQUIRED TO SUBMIT A COPY OF THE PROCESSED RESULTS OF THEIR “REQUEST FOR CRIMINAL RECORDS CHECK” (SP4-164) FROM THE PENNSYLVANIA STATE POLICE OR A COPY OF THEIR FBI RESULTS WITH THEIR PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION. If copies are attached, they will NOT be returned.

**Statement of Compliance
Key Receipt Form**

I understand that, as a person with a key(s) to St. Paul's United Church of Christ of Stoverstown, I am responsible for maintaining the safety of the Church environment while any property and/or facility of St. Paul's United Church of Christ of Stoverstown is 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 Consistory and the person signs this form;
- Not duplicate the key(s) for any reason;
- Not tag or otherwise identify the key(s) as providing access to any property and/or facility of St. Paul's United Church of Christ of Stoverstown
- I understand that I am not to be alone in any room or secluded area on St. Paul's United Church of Christ of Stoverstown property at any time with a child or youth that is not my own or a relative without parental permission.
- 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's United Church of Christ of Stoverstown requests such return.
- If any property and/or facility of St. Paul's United Church of Christ of Stoverstown is unlocked by the key that I hold, I will be the last one out of the building and will check that ALL doors are locked, **OR** I will notify other Church representatives who are still in the building that I am leaving.

I understand that failure to comply with any of the provisions set forth in the Safe Sanctuary Policy manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: _____ Cell Phone _____

Signature: _____ Date: _____

An additional holder of a single key assigned, which might be shared for reasons **only after approval by Consistory**, must sign below and adhere to the same direction as outlined above. It is understood that failure to comply with any of the provisions set forth in the Safe Sanctuary Policy manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: _____ Cell Phone _____

Signature: _____ Date: _____

Date Key Returned: _____

Signature of Key holder: _____

Signature of Authorized Representative of St. Paul's United Church of Christ of Stoverstown:

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Nursery Guidelines for Parents (Special Events)

The nursery of St. Paul's United Church of Christ of Stoverstown is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in special church events. As such, the following policy is designed to protect the children, parents and volunteers who participate:

- Sign your child in for nursery care, using the sign in sheet
- Complete a registration/emergency form if you haven't completed one before
- 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 not allowed)
- If a child needs to use the bathroom, an approved volunteer will accompany him/him unless the parent indicates that they are to be contacted on the emergency form 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/guardian shall remain in the church while the child is in the nursery after worship or other official church activities have ended.
- Children must be picked up immediately following service or church activities and checked out in the log by a parent or a person designated on the registration/emergency contact form.
- Should an incident occur that results in physical injury, parent(s) will be notified immediately.
- A complete version of the Nursery Protection Guidelines is available in the Safe Sanctuary Policies and Procedures Manual.

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St. Paul's United Church of Christ
2173 Stoverstown Road
Spring Grove, PA 17362

**Nursery Registration, Information, Medical Information
and Release Form
(Special Events)**

Parent/Guardian: _____

Address: _____
Street City State Zip Code

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

E-mail: _____

Emergency Contact: (In the event parent/guardian cannot be reached.)

Name: _____

Relationship to Child: _____

Address: _____
Street City State Zip Code

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

E-mail: _____

Name of Child: _____ **DOB:** _____ **Age:** _____

Medical Information:

Physician: _____ Office Telephone: _____

Medical Problems: _____

Allergies (medications, foods, insects, other): _____

Snacks my child may have if provided in the nursery (including but not limited to):

Crackers_____

Water_____

Dry Cereal_____

Juice_____

Cookies_____

Milk_____

Soft Candy_____

Other suggestions (only dry food snacks are allowed in the nursery):_____

Other (check any that apply)

_____ I would **not** like my child to have any snacks while in the nursery.

_____ I will provide my child with a snack for the nursery

_____ If my child needs to use the bathroom and/or have a diaper change, I wish to take care of those needs myself and should be contacted.

I, by my signature, give any and all St. Paul's United Church of Christ of Stoverstown 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's United Church of Christ of Stoverstown or its representatives responsible for any accident or injury that may occur in the church building or on its premises.

Other specific requests or information about my child, including additional emergency contacts, in the event a parent/guardian cannot be located and **other persons authorized to pick up my child:**

I received a copy of the Nursery Guidelines for Parents: _____Yes _____No

Parent/Guardian Signature:_____Date:_____

St. Paul's United Church of Christ
2173 Stoverstown Road
Spring Grove, Pennsylvania 17362

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 adults from St. Paul's United Church of Christ.

Name of event: _____

Destination: _____

Departure from the church: (date) _____ (time) _____

Returning to the church on: (date) _____ (time) _____

Method of Transportation: _____

Designated approved adult supervisors:

(Name) _____ (Cell phone) _____

(Name) _____ (Cell phone) _____

Participant's Cost: \$ _____

What to bring: _____

Additional Information: _____

If you would like your child/youth to participate in this event, please sign and **return the permission form below by (date)** _____. As the parent or legal guardian, you remain responsible for any legal responsibility which may result from actions taken by the named child. By signing this form you release the church, its authorized/approved adults, employees and agents from any claim that your child, your family or you may have against them as a result of injury or illness incurred while participating in the named event. KEEP this top section for your information.

Permission Form for Short Term Field Trip/ Retreat Participation*

I hereby consent to participation by my child/youth (name) _____
in (event name) _____ on (event date) _____.

I understand that this event will take place away from St. Paul's United Church of Christ church building and that my child 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. Should it be necessary for my child to return home due to medical or disciplinary reasons I will assume all transportation costs.

Print parent/guardian name

Signature parent/guardian

Date

*Indicate **any change** in **Medical Information** given previously on your child's Registration form:

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MEDICAL DATA

Name of Child/Youth: _____

Physician: _____ Office Telephone: _____

Health Insurance Company: _____ Telephone: _____

Policy Number: _____ Group Number: _____

Medical History/Conditions (including past surgeries or major problems): _____

_____Allergies (list medications, foods, and insects, latex, other): _____

Tetanus (date of last immunization): _____

Medications & Dosage: _____
_____Other Pertinent Information: _____
_____**Medical Release**

I, the undersigned parent/guardian of the youth listed on this form do hereby give permission for any St. Paul's United Church of Christ 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 _____ (n a m e o f 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.

Delivered to said persons entrusted with the care, custody and control of said minor child, this consent will remain effective until the ____ day of _____ of 20___. I understand that any and all medical expenses incurred are my responsibility and that there is no medical insurance coverage provided by St. Paul's United Church of Christ.

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.

Parent/Guardian's Signature: _____ Date: _____

**A COPY OF THIS FORM WILL BE TAKEN ON EVERY ACTIVITY, FIELD TRIP
OR OVERNIGHT EVENT THAT THIS YOUTH ATTENDS.**

Sexual Exploitation or Harassment Incident Complaint

CONFIDENTIAL

For Internal Church Use at St. Paul's United Church of Christ of Stoverstown

Name of complainant: _____

Complainant's Contact Information: _____

Church Position of the Complainant:

Approved Adult _____ Authorized Minister _____ Parishioner _____

Age of complainant: _____ Sex of complainant: _____

Date of Incident: _____ Time of Incident: _____

Name of person you allege committed the sexual harassment:

Church Position of the alleged:

Approved Adult _____ Authorized Minister _____ Parishioner _____

Please describe the incident in detail, including your reaction to the incident:

Name & Contact Information of Person(s) who witnessed the incident, if any:

Additional notes:

I understand that this matter will need to be investigated, but that all the information will be kept confidential to the extent that it is possible.

Signature of person making this report: _____

Date _____

Signature of person receiving this report: _____

Date _____

Comments for church use:

Follow up:

- Document any action taken by the church in response to the complaint.

Bullying Incident Complaint

CONFIDENTIAL

For Internal Church Use at St. Paul's United Church of Christ of Stoverstown

Name & contact information of complainant: _____

Name of alleged bully or bullies: _____

Personal statement:

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behavior and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

I understand that this matter will need to be investigated, but that all the information will be kept confidential to the extent that it is possible.

Signature of person making this report: _____

Date _____

Signature of person receiving this report: _____

Date _____

Comments:

Follow up:

- Document any action taken by the church in response to the complaint.

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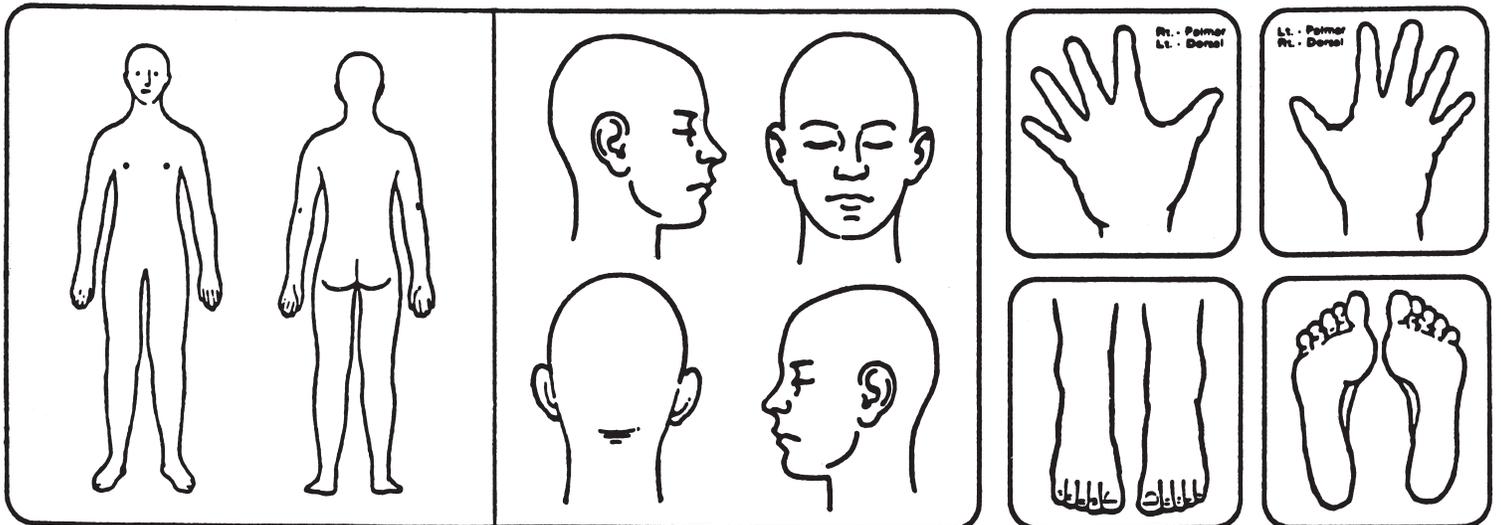


REPORT OF SUSPECTED CHILD ABUSE

(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

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

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



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:

- NOTIFICATION OF CORONER OR MEDICAL EXAMINER X-RAYS PHOTOGRAPHS HOSPITALIZATION
 POLICE NOTIFIED MEDICAL TEST(S) TAKEN INTO PROTECTIVE CUSTODY 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. 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? 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). 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? 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. 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:

Suspected Child Abuse Incident Report

CONFIDENTIAL

For Internal Church Use at St. Paul's United Church of Christ of Stoverstown

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 Pastor or Safe Sanctuary Response Team Chairperson:

Date _____ Time _____ AM PM

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 Safe Sanctuary 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

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

Results of DHS report provided on (Date) _____

Signature of person receiving the DHS results from the mandated reporter: _____

Revised 11-11-14

Sexual Offender Covenant for Participation in the Congregation

I acknowledge that I have received and read the Safe Sanctuary Policy of St. Paul's United Church of Christ of Stoverstown and I agree to comply with all its provisions.

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

- 1. I will comply fully** with all restrictions and requirements placed upon me as a result of any legal actions, and provide the Pastor or Safe Sanctuary Response Team 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:

Printed Name: _____ Telephone: _____

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

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

5. **At least twice each calendar year and as otherwise requested,** I will meet with and report to the Pastor or Safe Sanctuary Response Team regarding status of adherence to these guidelines.
6. **If I should decide to relocate membership (or substantially attend) another congregation,** I understand that St. Paul's United Church of Christ will seek to inform the leadership of that congregation of the conditions of these guidelines.
7. **I will participate in counseling with a licensed professional counselor** experienced in treating sexual offenders at least two hours a month (or more if required) and give my counselor permission to release information regarding my attendance and participation to the Pastor or Safe Sanctuary Response Team of this church. Licensed professional counselors hold at least one graduate degree, and have a current license to practice in the state of PA. **The contact information for the mental health professional providing my treatment is listed below:**

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

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

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

ADDITIONAL GUIDELINES/RESTRICTIONS/DETAILS

- I agree to meet my Supervisor promptly at the designated time and place on Sunday mornings. I understand that the Supervisor 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, the Pastor, or a member of the Safe Sanctuary Response Team 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 bathroom on the Sanctuary level of the church.
- I will sit in the rear of the Sanctuary, organ side, closest to the wall.
- If I want to attend a special service held at a time other than 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 the Pastor or SSRT. I understand that all conditions and guidelines remain the same for special services.

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

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

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

(Pastor or Safe Sanctuary Response Team Chairperson)

Copy to Parole Officer (if applicable)

Copy to Church Supervisors

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Statement of Compliance for Outside Organization

Using Church Facilities

St. Paul's United Church of Christ of Stoverstown 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 Safe Sanctuary 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 Safe Sanctuary Policy of St. Paul's United Church of Christ of Stoverstown?

Yes _____ No _____

Does your group have a policy and procedures for practicing safe ministry? Yes _____ No _____

Stipulations: If your policy does not include a "two adult" rule; background checks (or clearances 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 St. Paul's United Church of Christ's Safe Sanctuary 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.

I have received and read the Safe Sanctuary Policy of St. Paul's United Church of Christ or provided evidence of our own policy. Any questions that I have 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's United Church of Christ of Stoverstown 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** _____

Statement of Training Compliance

for Staff and Volunteers

St. Paul's United Church of Christ of Stoverstown

A key component of St. Paul's United Church of Christ's Safe Sanctuary Policy is to provide training for our staff and volunteers. We want you to know what child abuse is as defined by Pennsylvania state law, what the law requires of mandated reporters, and what the procedures of this church are should abuse be detected or disclosed to you. This training is a requirement of the policy for all staff and volunteers.

Prior to completing this statement, you will be given a copy of our most recent Safe Sanctuary Policy to review. You will have participated in training offered by the church or have completed an Act 31 or Act 126 training course such as *Recognizing and Reporting Child Abuse* at: www.reportabusepa.pitt.edu

The following questions must be answered in order to satisfy the training requirement of St. Paul's Safe Sanctuary Policy.

- Have you received and read the Safe Sanctuary Policy of St. Paul's United Church of Christ of Stoverstown? Yes _____ No _____
- Have you attended the required training session? Yes _____ No _____
- If you were unable to attend the training session; have you completed Act 31 On-line Training? Yes _____ No _____ (If yes, please provide a copy of your training certificate.)
- Have any questions you may have had about St. Paul's Safe Sanctuary Policy been addressed? Yes _____ No _____ (If no, please bring your questions to the attention of the Safe Sanctuary Response Team chair or the Pastor.)

I confirm that I have received and read the Safe Sanctuary Policy and either participated in St. Paul's training session or have completed an Act 31/Act 126 training course. Any questions that I had have been answered to my satisfaction.

Printed Name _____

Signature _____

Date _____

Church Office Use Only---

The above individual has satisfied the Safe Sanctuary Policy training requirement.

Comments:

Signature/Title _____

Date _____

Guidance on What to do When a Child or Youth is the Offender

This material is intended to supplement your 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 a child in the congregation. These cases are not “cut & dried,” but often take a lot of discussion to figure out. The memo is intended to inform and guide response, rather than to be a determinant.

- Approximately 1/3 of sexual offenses of children are committed by teenagers. Adolescent sex offenders commit a wide range of illegal sexual behaviors, ranging from limited exploratory behaviors committed largely out of curiosity to repeated aggressive assaults. Adolescent sex offenders are considered to be more responsive to treatment than adult sex offenders.
- In some cases these children may simply be acting on their sexual feelings impulsively, not quite understanding the importance of boundaries. In other cases, youth and children who engage in sexual activity with younger children may become future adult offenders. And some children who behave this way are acting out of their own history of abuse. In our county of Lancaster (PA) Child and Youth Protective Services attempts to interview a child who sexually abuses a younger child as a potential “victim” who is acting out a learned behavior. It is important to remember, however, that the majority of those who are sexually abused do not go on to abuse others.

If an older child forces sex on a younger child or exposes his or her genitals to a younger child, both of these children should receive professional help. If an older child demonstrates inappropriate sexual interest in younger children that doesn't extend to these behaviors, there may or may not be cause for congregational involvement. However, any child who engages in sex play with a much younger child, or children who coerce or force someone to engage in sex, is beyond normal sexual exploration.

Reporting

Depending on the nature of the incident and ages of the children, it may be necessary to call ChildLine. If both children are under age 10, the protocol of Lancaster County Children and Youth is generally to contact the parents of the victim to see if they have questions or concern and refer them to appropriate resources. They would also contact the parent of the offending child and request to interview him or her as a potential victim. If the parents refused, they would be encouraged to follow-up with counseling and supervision. If the parents allow the child to be unsupervised and the child continues to sexually act out with other children, the parents may then be considered “perpetrators” for not providing supervision and be charged with child abuse themselves. A report to Childline is warranted in this case.

Talking to parents

After such an incident 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 Children & Youth involvement may not resolve the issue 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 touched 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 with experience 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 behavior 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 involvement 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.

Primary source:

BALANCING ACTS – Keeping children safe in congregations

Reverend Debra W. Haffner

Correspondence with Lancaster County Children & Youth 6/21/12



POLICY SUPPLEMENT #2
Resources for Understanding/Preventing/Responding to
Child Sexual Abuse & Family Violence

Books

- Allender, Dan *The Wounded Heart: Hope for Adult Victims of Childhood Sexual Abuse*, NavPress, 2008
- Brock, Rita Nakashima and Parker, Rebecca *Proverbs of Ashes: Violence, Redemptive Suffering, and the Search for What Saves Us*, Beacon, 2001
- Cooper-White, Pamela *The Cry of Tamar: Violence Against Women and the Church's Response*, Fortress Press, 1995
- Crockett, Linda: *The Deepest Wound: How a Journey to El Salvador Led to Healing from Mother-Daughter Incest*, Writer's Showcase, 2001
- Ellison, Randy: *Boys Don't Tell: Ending the Silence of Abuse*, 2012, Morgan James Publishing
- Foote, Catherine: *Survivor Prayers: Talking with God about Childhood Sexual Abuse*, Westminster, 1994
- Harder, Jeanette: *Let the Children Come: Preparing Faith Communities to End Child Abuse and Neglect*, Herald, 2010
- Hammel-Zabin, Amy: *Conversations with a Pedophile: In the Interest of Our Children*, Barricade, 2003
- Miles, Al: *Domestic Violence: What Every Pastor Needs to Know*, Fortress Press, 2000
- Poling, James Newton: *The Abuse of Power: A Theological Problem*, Abingdon Press, 1991
- Poling, James Newton: *Rethinking Faith: A Constructive Practical Theology*, Fortress, 2011
- Salter, Anna: *Predators, Pedophiles, Rapists, & Other Sex Offenders: Who They Are, How They Operate, and How We Can Protect Ourselves and Our Children*, Basic Books, 2003
- Soto Albrecht, Elizabeth: *Family Violence: Reclaiming a Theology of Nonviolence*, Orbis, 2008

Websites for prevention, response, education and getting help

- Enough Abuse at www.enoughabuse.org
- Prevent Child Abuse America at www.preventchildabuse.org
- 1in6 at www.1in6.org (male survivors of child sexual abuse)
- Stop it Now! www.stopitnow.org

Websites on Offenders

PA Sexual Offenders Assessment Board (SOAB) <http://www.soab.state.pa.us>

- Under Pennsylvania's Megan's Law, the SOAB is responsible for conducting assessments of certain convicted sex offenders in order to assist the court in determining whether they meet the legal criteria for classification as a Sexually Violent Predator (SVP). Website information includes how offenders are assessed/classified under Megan's Law, list of authorized treatment providers, and statistics.

Megan's Law website <http://www.pameganslaw.state.pa.us>

- Search for registered offenders by county and then sort by various criteria

Local Resources

Counseling

- **Samaritan Counseling Center www.scclanc.org 717 569 9969**

1803 Oregon Pike, Lancaster PA 17601

Approximately 15 Licensed therapists provided counseling for adults, children, and families. The religious and spiritual values of our clients are respected and integrated into the healing process. Samaritan is partnered with nearly 60 local congregations from various traditions; some subsidies for clients in financial need are available. Most insurances accepted. 1821 Oregon Pike, Suite 214, Lancaster PA 17601 **717 560 9991**

Education and training for churches and organizations on child abuse prevention and response.

- **Stages www.svandeusenphd-stages.com (717) 468-1640**

731 North Duke Street, 1st Floor Suite, Lancaster, PA 17602

Counseling practice that recognizes that healing from psychological trauma means moving beyond a medical model where symptoms are the focus of treatment and honoring the creativity and tenacity of an individual faced with the task of surviving. Individual and group therapy for abuse survivors. Founder: Dr. Stephanie van Deusen. Most insurances accepted.

- **YWCA Sexual Assault Prevention & Counseling Center 717 392-7273 – 24 hour hotline**
Provides **free sexual assault/abuse** counseling for victims and families, advocacy including accompaniment to medical exams and legal proceedings for victims of sexual assault.

Other

- **CHILD LINE 800 932 0313**

Report suspected Child Abuse in the state of PA

- **Support for (non-offending) parents of Sexually Abused Children:**

PROP – Parents Reaching out to Other Parents of Sexually Exploited Children - <http://propintl.org>

Lancaster based volunteer group holds monthly meetings and educational events to support parents of sexually abused children. See website for meeting schedule and contact information.

- **Support for sexual offenders on probation/parole or released from prison**

Circles of Support & Accountability (COSA - Lancaster) accountabilitycircles@ccp.org

Trained volunteers hold weekly meetings with sexual offenders committed to safe transitions into the community. Program is housed by the Center for Community Peacemaking. 717-397-2404

For Domestic Violence (marital/relationship abuse)

- **Domestic Violence Services of Lancaster County 717 299-1249 – 24 hour hotline**

Provides options, safety planning, counseling and shelter services

- **Domestic Violence Services of Lancaster County Legal Clinic 717 291-5826 – call for appointment**

Provides free assistance with filing PFA (Protection from Abuse) orders and other legal issues related to domestic violence.

Prepared by: Samaritan Counseling Center, Lancaster, PA www.scclanc.org 12/12/12

Policy Supplement #3 Age of Consent Issues in Pennsylvania

Age of Consent laws vary widely from state to state. The idea behind “an age of consent” is to determine that a minor under a certain age is not able to legally consent to sexual activity. The theory is that he/she isn’t able to meaningfully understand the consequences and have the ability to say no to an older partner with authority or power, who can overwhelm objections. Therefore, the law determines that the minor did not effectively consent, even though no force was used and the participation in the sexual activity was willing. For PA criminal law, sexual activity with someone less than 13 is without qualification a criminal act, i.e. rape. The sexual assault statute, and some other sexual crimes, also say that sexual activity with one under 16 is a criminal offense, unless the other party is within four years of the same age as the “complainant.” Again, the idea is that a similar age has a greater likelihood that there is not an authority or power differential that would cause the “complainant” to submit even when not really willing. “Under 16” carries with it, “but at least 13” in this context, because the standard for under 13 is not qualified by the age of the other party. It is also possible to charge someone over 18 with “corruption of a minor” for sexual activity with a minor, without the age qualification in the statute, but that requires evidence to convince a judge or jury.

In PA there is, sitting side by side with the criminal law, the child abuse system. Criminal complaints are handled by police and the courts; child abuse is handled, at least initially, by the county Child Protective Services office. The definition of child sexual abuse specifically excludes “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.” Again, the idea is that real consent without a power imbalance is what matters for that age range. This definition is only for the purposes of investigating child abuse, and child abuse perpetrators may or may not ever become involved in the criminal justice arena. Don’t get confused because one law says 14 or older and another says less than 13, and start wondering what limbo the 13 year olds live in. These are separate systems of law, and 13 year olds are protected by both. Under the child abuse system, a 13 year old would be the subject of an abuse investigation, and might also be the “complainant” in a sexual assault case (depending on the age of the other person and the circumstances).

In both systems, there is a clear desire not to punish passionate adolescents for what is truly consenting activity, while protecting the young from coercion and abuse. DAs and social workers don’t want to label young adults or minors as sex offenders when they are not, and they do want to stop predators as soon as possible. So the legal system has gaps that seem confusing at times, but that’s what it says.

Examples:

- Example: Victim is 14, perpetrator is 18 = statutory sexual assault, even if sexual activity is “consensual,” also reportable as abuse.
- Example: 14 year old & 17 year old are having “consensual” sex =NOT statutory (age difference is NOT 4 or more years), not reportable.
- Example: 14 year old is **coerced/forced** into sexual activities by 17 year old = reportable (because activity is not consensual), also reportable.
- Example: If a 14 year old and a 12 year old are having “consensual sex” – this is a mandated report. 14 year old could be charged as perpetrator. 14 year old could also be charged with rape.

