

BLOSSOM HILL MENNONITE CHURCH

CHILD PROTECTION POLICY

regarding the prevention of sexual and other abuse

2021 Revisions

PURPOSE

This policy has been established to:

1. help assure a safe, loving, and open atmosphere for children and youth, as well as adults who work with them, as they worship, study, play, and are nurtured in their Christian faith.
2. serve as a guide for the prevention of childhood sexual and other abuse by setting and enforcing standards of ethical behavior.
3. protect adults involved with children and youth activities.

According to our Anabaptist understanding of biblical faith and what it means to be a faith community, we strive to follow Christ in word and deed. We are called by Christ to act with integrity and love in all our relationships, and to avoid exploitation of vulnerable people or the use of positions of power within the church or family. Because the combination of abuse and “the name of Jesus” is a very destructive form of abuse, this policy reflects our desire to protect “the name of Jesus” as well as all those who worship and fellowship with the Blossom Hill Mennonite Church community.

This policy stems from our awareness that abuse has been, and continues to be, a major problem in society. Statistics show that the church is not immune to this problem; in fact, churches can be especially vulnerable because they are naturally trusting and unsuspecting institutions.

This policy outlines Blossom Hill’s position on abusive behaviors and expectations for complying with Pennsylvania Child Protective Services Law (CPSL) and appropriate behavior regarding the care and supervision of children. Our goal is that all who attend Blossom Hill are able to pursue activities and worship in a safe environment where abusive conduct is not tolerated, and prevention efforts are supported.

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SECTION 1

GENERAL GUIDELINES FOR PROTECTION OF CHILDREN AND YOUTH

To ensure that a nurturing Christian environment for children/youth is maintained within the congregation, to protect children/youth who participate in activities sponsored by the church from sexual, mental, and/or physical abuse, and to protect the congregation's members from false allegations of abuse, the congregation has adopted the following policy:

- 1. Child Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children/youth shall not violate that responsibility by intentionally, knowingly or recklessly causing physical injury; mental injury; sexual abuse or serious physical neglect of children/youth; induce or fabricate medical symptoms or any other act described as child abuse in this policy or the laws of Pennsylvania.
- 2. Sexual Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children/youth shall not violate that responsibility by having any interaction with a child/youth where the child/youth is being used for sexual stimulation of the adult or a third person regardless of whether or not the behavior involves touching, or by any other act described as sexual abuse in this policy or the laws of Pennsylvania.

SPECIFIC INTERACTION GUIDELINES

Two Approved Adults Rule

For all activities organized by the church that involve children and youth, no fewer than two Approved Adults should be present. The only two Approved Adults in a group of children or youth should not be members of the same family (spouses, siblings, parent and adult child, parent and grandparent). Every attempt will be made to provide for this ratio. The nursery should always be attended by at least two Approved Adults.

In Sunday school situations where only one Approved Adult teacher is available, another approved Adult will be assigned as a "roamer," to move in and out of Sunday school rooms throughout the session.

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

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. If a Sunday school room door does not have a window, the door must be kept ajar. Where possible, conduct activities in a public place, with another person within sight and sound of the activities.

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. See **Appendix C** for information and guidance for when a teen or a child in the congregation has been accused of inappropriately sexually touching another child.

Only a parent or caregiver (i.e. grandparent) should be permitted to remove a child from a group or from a teacher's supervision for any reason.

Key/Door Code

No key holder or individual with access to the door code will enter the church facility with a child or children who are not his or her own (or of whom the key/code holder is not a legal guardian or foster parent) at a time when there is no church related activity being held in which the child and the key/code 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 assigned pastor prior to entry.

Empty Room Policy: After an activity or event, adult facilitators must ensure that all participants have vacated the room.

Appropriate touch

Children need love. That said, adults must use caution and common sense when physically expressing affection toward children/youth, and any physical affection must occur with another adult present. A kind word of encouragement to a child/youth or a pat on the back, arm around a shoulder, holding an infant or toddler, etc., can be a small but significant act for both the adult and the child/youth.

- a.) Respect a child's/youth's refusal of affection.
- b.) Be aware of appropriate hand placement. A child/youth or an observer could misinterpret a pat on the bottom or a bear hug. Note that body-to-body embrace; a touch on private areas (those areas covered by a bathing suit) or a kiss on the mouth is inappropriate.
- c.) Discipline of any type involving physical contact is not permitted.
- d.) Avoid tickling altogether.

Diapering and bathroom assistance

In general, children should be encouraged to use the bathroom before and after classes or other activities. In this way parents can assist as needed.

If 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.

Diapering: Two approved adults must be present when clothes or diapers are being changed. A parent can also be recruited to change clothes or a diaper.

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

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

Before and after services

Children are not permitted to play in front of the building at any time. Parents are responsible to monitor where their children are playing. The play area gate will remain closed and locked.

General permission slips

Children/youth must have permission to participate in activities. Parents/guardians need to fill out and sign a General permission form (See **Appendix B**), which includes pertinent medical information and

emergency phone numbers, and the opportunity to cross out any activities in which their child is not allowed to participate. These forms will be updated every year and filed in the church office.

Overnight activities

An additional overnight-permission form must be filled out for children/youth engaged in overnight activities. Overnight activities involving children/youth will be chaperoned by at least two Approved Adults. If the event involves children/youth of both genders, then there should be at least one Approved Adult of each gender. The designated pastor and/or other designee may waive the requirement for overnight-permission slips when the slip serves no useful purpose (for example when a youth is accompanied by his or her parent to the activity).

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

Transportation

When children/youth are transported for church activities, they will be transported in groups with at least one Approved Adult in each vehicle. Drivers must be 21 years of age or older.

Personal Vehicle Transportation: To transport children/youth in a personal vehicle, the driver must be 21 years of age or older. Drivers are expected to have an up-to-date registration and auto insurance policy, as well as a current driver's license on file at the church. Anyone who has had their license revoked or suspended within the past five years is ineligible to drive for youth activities.

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. (See Appendix B)

- A copy of the completed form will be kept on file in the Church Office.
- Each time a field trip or overnight event occurs, the original must be taken with an adult leader while a copy remains in the Church Office.

Youth Mentoring Program

Youth mentors are same-gender, Approved Adults with FBI Fingerprint Check, chosen or approved (when suggested by parent or pastor) by youth, and approved by the Pastoral Team and Child Protection Committee, to provide friendship and companionship for youth throughout their teenage years. Mentors are offered to youth to facilitate their spiritual growth and maturity, complementing the role of parents. These relationships are an exception to the policy of needing 2 Approved Adults present for all activities with youth. This additional risk is addressed by the following policies:

1. Mentor and mentee will each keep a log of the times and places they meet. The child's parent or legal guardian will initial the log the child keeps after each meeting; the designated pastor will initial the log the adult keeps after each meeting. The logs will include designation of the date/time/place/duration and purpose of the meeting, and will be provided to mentors in their training session. All logs are subject to review by the Child Protection Committee, and are to be handed in to the church office every six months, at the end of June and December.
2. Best practice for mentoring children/youth is to meet in a public space, and not late in the evening.
3. Mentors are not to engage children/youth in counseling that requires professional help. For example – drug or alcohol addiction, sexual assault by a partner; severe problems with parental relationships, sustained depression or anxiety, eating disorders, suicidal tendencies, etc. The need for professional counseling should be turned over to the Pastoral Team.

SECTION 2

SELECTION OF 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 Blossom Hill Mennonite Church for a minimum of 6 months.
2. Complete an Approved Adult application form and the required certification forms. Certifications are required for all applicants.
3. Attend a standard initial training session or produce a certificate of attendance at a state approved training course (required in many jobs that involve working with children and youth.)
4. Read and become familiar with the Blossom Hill Child Protection Policy and sign the Child Protection Covenant.
5. Once accepted as an Approved Adult, notify the assigned Pastor 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 a founded or indicated report of abuse (See Appendix A - **Review of Legal Disqualifications**). Such notification is required within 72 hours under PA law.

Required Application Forms to Become an Approved Adult

The following forms are located in **Appendix A**:

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

1. Approved Adult Application
2. Pennsylvania State Police Request for Criminal Records Certification Form
3. Pennsylvania Child Abuse History Certification Form
4. FBI Fingerprint Record Check required for employees, credentialed leaders, youth mentors, and volunteers who have not lived in PA for the past 10 years and who don't have a prior FBI check
6. Swear and Affirm Statement for volunteer or employee
7. Child Protection Covenant

Forms listed below are used after certifications are received

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

Required Certifications

All 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’ 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 certifications). 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, Blossom Hill Mennonite Church requires employees and volunteers working with children and youth, as well as all church employees, to obtain the following certifications before the start of their employment. **Forms can be found online or in Appendix A:**

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

- Applicant must swear or affirm in writing (Form EZY) s/he 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 law” of any other jurisdiction. Note: *All volunteers and most employees working with children are required to sign a “swear or affirm” statement like this, so we choose to require it of all volunteers and employees working with children or youth. See PA Disclosure Statement for Employees or Volunteers.*
- FBI Fingerprint Record Checks:
 - Employees must obtain fingerprint record regardless of duration of residence in PA.
 - Volunteers who have not lived in Pennsylvania for 10 years are also required to get the FBI fingerprint records check if they haven’t previously done so for other volunteer service or employment.
 - Other: youth mentors and credentialed leaders

Currently, FBI Fingerprint Record Check information may be obtained via IDEMIA; see <https://www.identogo.com/> to locate a fingerprint processing center near Blossom Hill Mennonite Church.

All employee certifications, including FBI fingerprint checks, must be obtained every 60 months (5 years). Volunteers are also required to have certifications every 60 months. Volunteers are required to complete a statement to swear or affirm the 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. (See Appendix form PA Disclosure Statement for Volunteers)

This Statement should be completed every 60 months as part of renewal, and includes a box to check to indicate 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 data is from the oldest current certification.

*See Review of Legal Disqualifiers - Appendix A

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 Office Administrator with access to the electronic record of results, or a printed certification.
- If application for certification is filed by the church, the Office Administrator 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 12 months. The church needs to retain a copy for the files.

Information pertaining to hired staff:

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, defined as given within the last 12 months. Certifications obtained for volunteer service may be transferred to other volunteer service, but may not be transferred to employment.

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

Provisional Employees

Employees 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 30 days, if ALL of the following conditions are met:

- Applicant has applied for all required certifications and employer has a 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 s/he 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 jurisdiction. (See PA Disclosure Statement for Employees.)
- The employer requires that the applicant not be permitted to work alone with children, and that the 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.

Certifications obtained through other employment may be submitted to the church as long as they were given within the past year for employees, prospective employees or volunteers. Anyone with certifications older than this must obtain new certifications for working with children in the church.

*see Review of Disqualifiers – Appendix form

SECTION 3

POLICY ON EDUCATION AND TRAINING

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

In order to be an Approved Adult, a volunteer 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. 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 Child/Youth Protection Policy and Guidelines, and sign a Child Protection Covenant.

PROCEDURES FOR EDUCATION AND TRAINING

Staff and Volunteers

1. Training for Approved Adults will be considered a mandatory part of volunteer training and employee orientation. The initial training for each new staff person and volunteer will be a minimum of one hour.
2. Once an individual has participated in the initial training, a refresher training of at least one hour will be required every two years to ensure that the individual's knowledge is current and accurate.
3. The church's Office Administrator will maintain a record of training attendance.
4. Training will include the use of professional training materials on child abuse, including specific information about child sexual abuse, behavioral signs, how to respond to a disclosure; the grooming process those who offend sexually often use to engage children; a review of policies and procedures that are specific to Blossom Hill Mennonite Church and pertinent to the work in which the employee or volunteer will be involved; information about mandated reporting and instruction in the use and completion of the various forms.

Parents and Other Congregants

Parents and congregants who are not working to become Approved Adults will be invited and encouraged to attend initial and refresher trainings, as a source of congregation-wide support and education.

Children and Youth

For children and teens at the elementary, middle school and high school levels, at least one Sunday School class per year will be devoted to the topic of healthy physical, emotional and sexual boundaries. More extensive curriculum will be offered at least every three 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 to tell a "safe adult" at church, home or school. Teachers will be provided with curriculum material and any needed training.

Supervisors of Individuals who are known to have offended sexually

Should the church decide to welcome someone who has offended sexually into fellowship in accordance with the guidelines established in this policy, a group of supervisors will receive, at minimum, three hours of training to include the following items prior to welcoming the individual to the congregation.

1. Dynamics of sexual offending (blame, impulsiveness, denial, deception; role of fantasies)
 - a. Summary information about different types of people who offend sexually
 - b. General characteristics of a pedophile, lifestyle issues, access to victims, orientation

- c. The grooming process
 - d. Sex offense therapy (overview) - use of polygraph
- 2. Dynamics of victimization (shame, secrecy, trauma symptoms)
 - a. Defining child sexual abuse under PA CPSL
 - b. Long and short term consequences of child sexual abuse
- 3. Role of the supervisor
 - a. Close accompaniment of the individual while on church property
 - b. Assure no contact with children, including verbal/emotional/physical
 - c. Monitor the individual's compliance with policy and covenant guidelines
- 4. Specific information about the particular individual, including any terms of probation or parole, and guidelines agreed to by covenant with the church.

Such training will be provided by a mental health or other professional specializing in treatment of those who have offended sexually and/or trained in behavioral dynamics of those who have offended sexually, or by the Lancaster County Office of Probation and Parole.

If the individual is currently on probation or parole, permission by the supervising county office to include the individual, as well as their approval of the organization providing the training and the curriculum, may be required.

The church will inform the congregation of the inclusion of the person who has offended sexually 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 basis where children are on-site as part of the organization 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 Blossom Hill Mennonite Church.

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

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

SECTION 4

The Child Protection Committee (CPC): The CPC shall consist of an Administrative Team designee, Youth Council designee, Nursery Committee designee, one member appointed at large and Office Administrator. All members of the committee will be approved by the Administrative Team.

The Committee will:

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

Assigned Pastor and Office Administrator responsibilities:

Assigned Pastor

1. Review all applications.
2. Determine whether applicant is eligible for employment or as volunteer based on result of certifications and other factors. Certain convictions or founded CPS reports will result in automatic denial of placement in work with children. (See Appendix forms Approved Adult - Review of Application and Certifications, and Approved Adult - Review of Disqualifications for Application.)
3. Maintain certifications together with the Office Administrator.
4. Receive and process reports of suspected abuse
5. Make available, upon request of an individual, his/her certification reports

Office Administrator

1. Develop and maintain a record keeping and tracking system for all required documentation related to the Child Protection Policy
2. As needed, collect and forward requests for certifications, with cover letters, to PA State Police and PA Department of Human Services; as well as FBI Fingerprint Background certification for staff and volunteers who haven't been residents of Pennsylvania for 10 years.
3. Maintain locked file of all required certifications for staff and volunteers.
4. Maintain training attendance records
5. Request expected paperwork and documentation from Approved Adult Applicants.
6. Maintain readily available information packets for interested volunteers

The CPC Chair will be appointed by the Administrative Team 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
3. Provide consultation to Administrative and Pastoral Team regarding Child Protection issues.

SECTION 5

DEFINITION OF CHILD ABUSE

as defined by Pennsylvania's CPSL (CPSL [Title 23 PA.C.S. Chapter 63], as amended December 2013, effective December 31, 2014)

Intentionally, knowingly, or recklessly doing any of the following:

1. **Physical abuse** Causing bodily injury through any recent act or failure to act. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. Bodily injury is impairment of physical condition or substantial pain.

The following are "per se" acts of child abuse (meaning the act itself, apart from the outcome, is considered child abuse):

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

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

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

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

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

- (1) A repeated, prolonged or 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. **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 18 years of age; or
- (2) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services,

through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

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

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

- (1) The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - i. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - ii. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - iii. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - iv. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

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

See **Appendix C** for information and guidance for when a teen or a child in the congregation has been accused of inappropriately sexually touching another child.

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.

Sexual Harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. It consists of inappropriate verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's sense of well-being by creating an intimidating, hostile, or offensive environment from the viewpoint of the affected individual. It is defined by the Pennsylvania Human Relations Act as follows:

Unwelcome sexual advances, requests for sexual favors, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Although in a legal sense, the term "sexual harassment" deals with the workplace, the sexual harassment of anyone – including all adults and children – is prohibited in this church.

SECTION 6

SUSPECTED CHILD ABUSE REPORTING AND 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,” 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 individuals are known as “mandated reporters.”

Church staff that should be considered mandated reporters under the CPSL are those who routinely come into contact with children, including 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.

WHEN TO REPORT

The CPSL stipulates that a report is required when

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child; and,
- The mandated reporter has reasonable cause to believe that a child under the care, supervision, guidance or training of the church or the reporter, has been abused.

The following two items require a report, regardless of whether the child is under the care of the reporter, or the church:

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

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

The mandate to report applies to all suspected child abuse, not just abuse that has been perpetrated by someone within the church. Possible abusers could include, for example, parents, relatives, older siblings, neighbors, coaches, schoolteachers, family friends and other children.

A mandated reporter need not be able to determine who is responsible for the abuse, i.e., identify the individual who allegedly offended sexually.

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 (Appendix B)

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 the policy.

First: The mandated reporter must immediately report to Childline either electronically via the website, <https://www.compass.state.pa.us/cwis/public/home> or by calling **1-800-932-0313**. **(legal requirement)**

Second: The reporter must then immediately thereafter inform the assigned Pastor that a report has been made **(legal requirement)**

Third: The reporter must complete an Internal Child Abuse Incident Report(**Appendix B**) and give it to the assigned Pastor. **(policy requirement)**

Fourth: The reporter must also complete and file a written CY47 (**See Appendix B**) form with local Children and Youth within 48 hours after making an oral report to Childline (mail copy to **Lancaster County Children and Youth, 150 N Queen St #111, Lancaster, PA 17603** or Fax report to 717-299-7929.) An electronic report does not require a written CY47. **(legal requirement)**

Fifth: The reporter must provide a copy of the CY47 to the assigned pastor along with documentation of when it was filed. **(policy requirement)**

Sixth: The Department of Human Services (DHS) will inform the reporter of the results of the investigation no later than 3 days after it is concluded, which is generally within 30-60 days. The reporter will then inform the assigned Pastor of the results. **(policy requirement)**

Seventh: The assigned Pastor will note on the internal Child Abuse Incident Report the date the results were provided by the reporter, and file any related documentation. **(policy requirement)**

REPORTING & DOCUMENTING SUSPECTED ABUSE –Detail

This section is mostly PA law, but also includes some non-PA specific best practice policy provisions.

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. However, as of 12/31/14, there is “no wrong door” for reporting, and mandated

reporters that make reports directly to local Child Protective Services or the police will not be in technical violation of the law.

The legal obligation of the mandated reporter as of 12/31/14 (including volunteers, i.e., “Approved Adults”) is to “REPORT IMMEDIATELY” to ChildLine and immediately THEREAFTER to notify the assigned Pastor. 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 (CY-47)**. (See Appendix). The assigned Pastor 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 that 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 Lancaster County Children and Youth Agency may also be contacted by assigned Pastor or the reporter, as this follow-up call puts the reporter directly in touch with the persons who are familiar with the community and will be taking action on the report made to ChildLine. This may also facilitate a faster response.

Within 48 hours of the *oral* report to ChildLine, the mandated reporter who made the original report must complete a written or electronic report of the suspected abuse on **Form CY-47** (See Appendix), based on the mandated report and Suspected Child Abuse Incident Report of the Approved Adult or volunteer and send it to your County agency. If the original report was electronic, the follow-up report is not needed.

Lancaster County Children and Youth

150 N Queen St #111

Lancaster, PA 17603

717-299-7925

Fax report to 717-299-7929

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

All allegations of child/youth abuse or serious physical neglect will be taken seriously by the pastor(s), Administrative Team, and the Child Protection Committee. These allegations will be treated in strict confidence. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports. Documentation should be kept in a secure file in the Church office.

All communications regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child/youth victim and the person suspected of child abuse, while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed. **The name of the mandated reporter and anyone who cooperates in an investigation should also remain confidential. Release of the name of the mandated reporter or anyone who cooperates in an investigation is prohibited by law.**

FOLLOW-UP, INVESTIGATION, DOCUMENTATION

1. Following placement of the call to report suspected abuse to ChildLine the assigned Pastor will inform the parent (provided that **neither** of the custodial parents is suspected of abuse). **If the alleged abuser is a custodial parent, or resides in the same household as the child, his or her first contact about the allegation should come from either Child & Youth Services or the police, not the church.**
2. The church should not enter into discussion with the alleged abuser after a report has been filed and during the course of the legal investigation about the details of the complaint. The alleged abuser will be removed from any position in which he or she has supervisory authority over children pending the completion of the investigation.
3. The insurance company and Conference leadership 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 assigned Pastor as soon as practicable after receiving results from DHS. Investigations are to be concluded by CPS in 30 or 60 days. The assigned Pastor 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 assigned Pastor 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 Administrative Team and others as appropriate. The input of the Area Conference Minister may be sought and, if pastoral staff is involved may be consulted in making this decision. **The identity of the victim and the mandated reporter are confidential by law and it is legally prohibited to share their identities.**
2. All necessary parties will cooperate with the investigations made by the police.
3. The Administrative Team will authorize the Pastor or Child Protection Committee Chair 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 Administrative Team.
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 Administrative Team with assistance from the Conference Minister.

RESPONSE TO ALLEGATIONS/ADMISSIONS; OR CRIMINAL CHARGES

Persons who admit to or plead guilty to or are convicted in a court of law of any form of physical or sexual abuse of a child/youth will be immediately, permanently, and completely disqualified by the Child Protection Committee (CPC) from working with children/youth in the congregation. Persons who admit to a Pastor or any member of the CPC any type of physical or sexual abuse of a child/youth but who have not appeared in a court of law will be disqualified from working with children/youth in the congregation.

Allegations of sexual or physical abuse of anyone shall disqualify any person from working with children/youth until an investigation is completed. If an arrest has been made and charges filed by the police for any violent crime, including any physical or sexual abuse of anyone, the volunteer or staff person will be immediately removed from any susceptible environments with children or vulnerable populations until the investigation and legal process are complete. This serves not only as protection to children and vulnerable others but also as protection for the person alleged to have transgressed, as such a person is often highly vulnerable to accusations of inappropriate conduct based on perception of risk, which may or may not be well-founded. An Approved Adult or staff member who is under investigation for alleged abuse, or criminally charged for an offense involving a child is required to notify the CPC or a supervising staff member as soon as the investigation begins.

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

VIOLATIONS OF CHILD PROTECTION POLICY

Alleged violations of the policy, **other than abuse**, shall be immediately reported to the CPC, who will report it to the Administrative Team if deemed appropriate. The Child Protection Committee will investigate the alleged violations of the policy. If a person(s) is found to be in violation of the policy, the CPC will review the policy with the individual(s) and determine what disqualification or disciplinary action, if any, is needed.

In cases where allegations were not abuse, but a demonstration of poor judgement:

1. The CPC, in communication with the Administrative Team, will hold the individual 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. If deemed necessary by the CPC, the individual will be removed from susceptible environments for a stated period of time, and not function in any supervisory capacity over children and youth for at least one year, after which an evaluation determining fitness for this ministry should be made by the Pastoral team. The second such occurrence of demonstration of poor judgement will result in the individual being precluded from any future ministry with children.
5. The CPC and Admin Team will communicate the action plan to the complainant and congregation as needed.

SECTION 7

PROVIDING COMMUNITY AND ACCOUNTABILITY FOR PERSONS WHO HAVE OFFENDED SEXUALLY

The provisions in this section apply to adults who have offended sexually. When a child or youth has offended sexually, see Policy Supplement for guidance.

Individuals who have been adjudicated by a court or child protective services finding as having offended sexually and/or have admitted to past sexual abuse of children and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities within the limits of state law, **following approval of their request to participate by the Child Protection Committee and Administrative Team, as well as a subsequent signing of a covenant.** These persons are hereafter referred to as ‘individuals’.

The minimum participation guidelines by which any person who is known to have offended sexually may participate in the life of the congregation are set forth below, and shall be incorporated into a covenant specific for the individual. The covenant must be signed by the individual after approval by the CPC and Admin Team of their request to participate, and prior to attending a worship service or church function.

The CPC and Admin Team will consider each request for participation and will determine whether to proceed with offering a covenant. Such consideration may include review of documentation they deem appropriate such as court records, any current parole agreement, registration and Tier level on Megan’s Law Public Website, contact with the Parole officer, or other items. In certain situations, such as an individual designated as a “sexually violent predator,” legal counsel and/or the church’s insurance company may be consulted.

Depending on the circumstances and at the discretion of the CPC and Admin Team, 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/parole may be made by an officer of the court, based on the church’s capacity to manage the individual in a way that keeps them from contact with children. Any individual on probation/parole must provide the designated Pastor with a copy of the probation/parole agreement, including its terms and conditions, as well as the contact information for the parole/probation officer assigned.

Under this policy, leadership will disclose the identity of any individual who has offended sexually to the congregation, as the individual’s identity can easily be located on the Megan’s Law website, via publicly accessible court records, or in media reports. Such disclosure helps to avoid the mistrust that can be created within the congregation when members discover and circulate such information independently. This also allows adult survivors of sexual abuse, and parents of young children, to practice boundary keeping beyond the provisions of this policy if desired, and for other members to step forward to ensure the individual is welcomed and included.

Minimum participation guidelines for an individual who has offended sexually:

1. **Individuals are expected to comply fully** with all restrictions and requirements placed upon them as a result of any legal actions, and provide the designated Pastor with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.
2. **Individuals are expected to participate in a professional counseling program**, specifically addressing their abusive behaviors. Individuals will provide the name of the agency and mental health professional to the designated Pastor at the time of request for participation. The individual may be asked to periodically sign a limited disclosure authorization for the therapist to verify to the designated Pastor that the individual is in treatment.

In a case of extreme financial hardship where the individual cannot afford counseling (and is not required by the court to be in counseling), the designated Pastor, in consultation with the CPC and the Administrative Team, will work with the individual to create an alternative plan that may include participation in a community-based group for those who have offended sexually, one-on-one mentoring with a congregation member that has received at least three hours of training on working with individuals who have offended sexually as stipulated in this policy for “supervisors” (see section on Training and Education) or other affordable venues.

3. **Individuals will not accept any leadership** or representational position within or on behalf of this church. **Individuals who have offended sexually can never become Approved Adults.**
4. **The CPC and Administrative Team will assign supervisors to the individual for their participation in the congregation.** They will be adults who are not related to the individual. They will receive training by a professional agency that will include information on dynamics of those who have offended sexually, the long-term impact of sexual abuse on victims, and any specific conditions related to participation under the covenant established. If the individual is on probation or parole, the training may need to be approved by the officer of the court handling the case.
5. **The CPC the Administrative Team will identify a small group of “covenant partners” for the individual.** This small group will provide spiritual, emotional and practical support, as well as accountability, and will meet with the individual on a regular basis. The supervisors and “covenant partners” will not be the same individuals.
6. **The individual may participate in worship in the sanctuary and attend adult Sunday school.** The CPC and the Administrative Team may designate a specific service and time for attendance. Any other activities the individual is permitted to participate in will be detailed in the covenant.
7. **A supervisor must accompany the individual at all times when on church property.**
8. **At no time should the individual deliberately place him/herself in or remain in any location in or around the church facilities which would cause undue distress to others.** This guideline prohibits the individual from being in or near the nursery, the children/youth Sunday School wing or the playground for any reason whatsoever.
9. **At least twice each calendar year and as otherwise requested,** the individual shall meet with and report to the CPC and the Administrative Team regarding status of adherence to these guidelines.
10. **If the individual should decide to relocate membership (or substantially attend) another congregation,** the designated Pastor will inform the leadership of that congregation of the conditions of these guidelines.

SECTION 8

RECORDS MANAGEMENT

Applications and related forms for staff and volunteers will be locked in a confidential file under the jurisdiction of the assigned Pastor and Office Administrator. Certifications are confidential and will only be made available to pastors employed by the congregation and to the chair of the Child Protection Committee and the chair of the Administrative Team.

Staff responsible for maintaining these records will follow these recordkeeping 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 documents and certifications you possess, and note the dates of the documents and certifications on a list on the file;
 - For staff and volunteers who have the required certifications and those certifications are less than 60 months old, no new certifications are required until 60 months from the date of the existing certifications.
 - For such personnel and volunteers who do not have the required certifications, or in cases where the required reports are over 60 months old, new certifications are required.
3. Note on the list when the certifications need to be renewed, and note on the list the date 60 days before to initiate the process of obtaining renewed certifications;
 - New certifications are to be obtained every 60 months from the date of the existing reports.
 - New certifications are required for all personnel and volunteers who have had a one (1) year break in continuous service.
4. Retain copies of all certifications, even ones that are superseded by renewed certifications, in confidential locked files; or if reports 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 the staff/volunteers who work with them may become the subject of legal proceedings at some future date, **no such records should be part of any automatic records destruction plan by the church.** This includes child and youth registration and permission forms, as well as staff and volunteer certifications. Such records should only be destroyed with the written approval of the CPC, and in accordance with the state statute of limitations related to sexual abuse of minors. In PA, the statute for filing criminal 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.

SECTION 9

TERMS USED IN THIS POLICY

Adult - An individual 18 years of age or older.

Child or Youth – any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age.

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

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

Mandated Reporter: Effective 12/31/14 the PA CPSL imposes a reporting mandate, or requirement, on any individual who comes into contact with children in the course of their 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 individuals are known as “mandated reporters.” (as defined **CPSL Title 23 PA.C.S. Chapter 63**) **This includes volunteers, as well as staff.**

Pastor(s) – a minister under call to the congregation. List any specific titles i.e. “Lead Pastor, Youth Pastor, Co-Pastor, Associate Pastor, etc.

Child Protection Committee (CPC) – Implements and enforces the Child Protection Policy. **(see below for more information)

Approved Adult – anyone over 20 years of age who has satisfied the requirements of the Child Protection Policy. An Approved Adult can be an employee or a non-employee of the congregation, and is considered a mandated reporter if the person is 18 or older. Mandated reporters are required to report directly to authorities when abuse is suspected. Approved Adults are required to have state-specified screening/certifications. (See Section 2 of this policy for certifications, and Section 4 for mandated reporting procedures.) Approved Adults include, but are not limited to:

- a. All employed staff
- b. Sunday School teachers/helpers
- c. Nursery volunteers
- d. Vacation Bible School teachers, volunteers and helpers
- e. Youth Group Leaders, assistants and chaperones
- f. Youth Mentors
- g. Anyone else who works directly with children/youth
- h. Child Protection Committee members

Person in Charge or Designee: Effective 12/31/14, the “Person in Charge of the Institution or their designee” is responsible for facilitating cooperation with authorities on a suspected child abuse investigation; and is also responsible for receiving notification from the mandated reporter that a suspected

abuse report has been filed. For these specific purposes, the **Person in Charge** at our church is the Associate Pastor.

Child Advocate – The Chair of the Safe Church/Child Protection Committee

Youth Volunteer – anyone 20 or less years of age who works under the supervision of 2 approved adults.

Teaching Assistant/Helper/Guest– 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. This person's involvement is temporary and must be supervised by Approved Adults.

APPENDIX A: Approved Adult Forms/Employee Forms

- Legal Disqualifications for Application in PA §6344(C)
- BHMC Application to become an Approved Adult
- BHMC Covenant of Child Protection
- Disclosure Statement Application for Volunteers having contact with children (Swear/Affirm form EYZ)
- PA Prospective Employee Statement
- Request for Criminal Record Check, Volunteer Only (SP4-164A)
- Request for Criminal Record Check (SP4-164)
- Child Abuse History Certification Application (CY113)
- Consent/Release of Information Authorization Form for the Pennsylvania Child Abuse History Certification (CY 999)
- FBI Fingerprints Information
- BHMC Approved Adult - Review of Application and Certifications
- BHMC Approve Adult - Letter of Acceptance

APPENDIX B: Special Forms

- Suspected Child Abuse Incident Report- For internal use at BHMC
- Report of Suspected Child Abuse (CY 47)
- Child-Youth Registration-Information Form
- Nursery Registration Form
- Parent-Guardian Permission for Special Events
- Statement of Compliance for Use of Facilities by Outside Organization
- Key Policy Agreement form

APPENDIX C: Policy Supplements

- Policy Supplement: Children or Youth with Sexual Behavior Problems
- Best Practices and Guidelines for Social Media Interactions, Texting, Emailing, and Virtual Meetings with Children and Youth

APPENDIX A:

Approved Adult Forms/ Employee Forms

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

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

Convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses), or equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, The Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

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

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

WITHIN THE PRECEDING FIVE (5) YEARS:

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

Information under section 6344(b) indicates that the person has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding verification pursuant to this section.

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

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

Section 3124.2 (relating to institutional sexual assault).

Section 3129 (relating to sexual intercourse with animal).

Section 6318 (relating to unlawful contact with minor).

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

Section 6320 (relating to sexual exploitation of children).

Conviction of an offense similar in nature to those crimes listed in paragraph (1) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

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

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

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

Blossom Hill Mennonite Church
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 Blossom Hill Mennonite Church must complete this application.

PERSONAL INFORMATION

☐ I have attached a copy of a valid form of identification.

Name _____ Date of Application _____

Address: _____

Telephone (Home) _____ (Work) _____ (Cell) _____

E-mail Address _____

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

Are you 18 years of age or older? ☐ Yes ☐ No

Before answering the next set of questions on this application, please read the Child Protection Policy of Blossom Hill Mennonite Church in which appears 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.

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

If yes, please explain.

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

Revised 4/22/2020

If yes, please explain.

Have you ever been accused of abusing a child/youth? ☐ Yes ☐ No

If yes, please explain.

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

If yes, please explain.

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

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

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

Revised 4/22/2020

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.

Describe any non-church related work, training or education related to children/youth during the last five years. Include the organization's name, city, and year(s) of participation.

Describe the type of work you prefer with children/youth.

PERSONAL REFERENCES

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

(1) _____

(2) _____

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

Applicant's Signature _____ **Date** _____

APPLICANT'S PERMISSION FOR THE DISCLOSURE OF INFORMATION ABOUT THE APPLICANT AND APPLICANT'S RELEASE OF ALL CLAIMS AGAINST PERSONS OR ENTITIES THAT DISCLOSE INFORMATION OR GIVE OPINIONS ABOUT THE APPLICANT

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 check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years and I am required to complete a Swear or Affirm Disclosure Statement. I also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.

I 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.

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 release freely and voluntarily.

Applicant's Signature _____ **Date** _____

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

Reviewer: _____ **Date:** _____

Blossom Hill Mennonite Church
333 Delp Road, Lancaster PA 17601

COVENANT OF CHILD PROTECTION

I accept the responsibility to nurture the Christian faith and well-being of the children and youth of the Blossom Hill Mennonite Church (BHMC) and to care for them as Christ cares for me.

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

I have read, understand, and agree to abide by the Child Protection Policy of BHMC

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.
- If I become aware of an injury, accident, or mishap at any property and/or facility of BHMC or at a BHMC activity at any location, I will make certain that the incident is reported immediately to a member of the Child Protection Committee. Committee members' names will be posted on the bulletin board in the rear of the Sanctuary.
- While at a property and/or facility of BHMC or at a BHMC activity at any location, I will support the policy of two Approved Adults present. Every attempt will be made to have this ratio. I will actively support alternative safeguards outlined in the policy when two Approved Adults are not present.
- 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 BHMC, I will report it immediately to a member of the Child Protection Policy Committee. Committee members' names will be posted on the bulletin board in the rear of the Sanctuary.
- When the activity that I am supervising has ended, I will make sure that the lights are out and the doors are locked before I leave, or I will notify other Church representatives who are still in the building that I am leaving.

Name (please print): _____

Signature: _____ Date: _____

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS HAVING CONTACT WITH CHILDREN (Swear/Affirm Form EZY)

Applicant Name: (please print!) _____

CHECK ONE:

- ☐ I have been a resident of PA for the last 10 years
- ☐ I have not been a resident of PA for the last 10 years and have not obtained FBI Fingerprint Record Certification in the past 60 months. I understand that I need to do this in order to become an Approved Adult.
- ☐ I have not been a resident of PA for the last 10 years and have previously obtained FBI Fingerprint Record Certification since establishing residence in PA within the last 60 months. I understand I must provide documentation of this to the program/activity/service/organization I am serving as a volunteer prior to working with children.

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

I also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties and, in certain circumstances, outside the organizational setting. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.

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

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709.1 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)
Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)

Section 4305 (relating to dealing in infant children)
Section 5902(b) (relating to prostitution and related offenses)
Section 5903(c) (d) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children), or an equivalent crime under
Federal law or the law of another state.

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

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

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

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

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

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

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

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

Name: _____ Signature: _____

Witness: _____ Signature: _____

PA Prospective Employee Statement

I swear or affirm that I am not disqualified from employment working with children, pursuant to §6344(C) [see attached Legal Disqualifiers 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 _____

Name _____

PA Minor Employee

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.

Name _____ Relationship to minor _____

Signature _____ Date _____

2/18/19

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
VOLUNTEER ONLY

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

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

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

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

FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER

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

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

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

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

REQUESTER SIGNATURE (*Signature required for processing*)

DATE

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

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

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

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

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

**FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER**

AFTER COMPLETION MAIL TO:

**PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY – 164
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758**

DO NOT SEND CASH OR PERSONAL CHECK

CHECK ONE BLOCK

- ☐ 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
- ☐ 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
- ☐ FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

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.

FEES 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 \$13.00 money order or check payable to the PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES or a payment authorization code provided by your organization. **DO NOT send cash.**

Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months.

Send to CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170.

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

PURPOSE OF CERTIFICATION (Check one box only)

- | | |
|---|--|
| <input type="checkbox"/> Foster parent
<input type="checkbox"/> Prospective adoptive parent
<input type="checkbox"/> Employee of child care services
<input type="checkbox"/> School employee governed by the Public School Code
<input type="checkbox"/> School employee not governed by the Public School Code
<input type="checkbox"/> Self-employed provider of child-care services in a family child-care home
<input type="checkbox"/> An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service
<input type="checkbox"/> An individual seeking to provide child-care services under contract with a child care facility or program
<input type="checkbox"/> An individual 18 years or older who resides in the home of a foster parent for children for at least 30 days in a calendar year
<input type="checkbox"/> An individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year
<input type="checkbox"/> An individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year
<input type="checkbox"/> An individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year | <input type="checkbox"/> Volunteer having direct volunteer contact with children
If purpose is volunteer having direct volunteer contact with children, choose SUB PURPOSE:
<input type="checkbox"/> Big Brother/Big Sister and/or affiliate
<input type="checkbox"/> Domestic violence shelter and/or affiliate
<input type="checkbox"/> Rape crisis center and/or affiliate
<input type="checkbox"/> Other: _____
<input type="checkbox"/> PA Department of Human Services Employment & Training Program participant (signature required below)

<div style="display: flex; justify-content: space-between;"> <div>_____
SIGNATURE OF OIM/CAO REPRESENTATIVE</div> <div>_____
OIM/CAO PHONE NUMBER</div> </div> |
|---|--|

AGENCY/ORGANIZATION NAME:

PAYMENT AUTHORIZATION CODE, IF APPLICABLE:

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

APPLICANT DEMOGRAPHIC INFORMATION (DO NOT USE INITIALS)

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

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

HOME ADDRESS	MAILING ADDRESS (if different from home address)	OTHER ADDRESS (if Consent/Release of Information Authorization form is attached)
ADDRESS LINE 1	ADDRESS LINE 1	ADDRESS LINE 1
ADDRESS LINE 2	ADDRESS LINE 2	ADDRESS LINE 2
CITY	CITY	CITY
COUNTY	COUNTY	COUNTY
STATE/REGION/PROVINCE	STATE/REGION/PROVINCE	STATE/REGION/PROVINCE
ZIP/POSTAL CODE	ZIP/POSTAL CODE	ZIP/POSTAL CODE
COUNTRY	COUNTRY	COUNTRY
<input type="checkbox"/> Different mailing address	ATTENTION	ATTENTION

CONTACT INFORMATION

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
EMAIL (By submitting an email contact, you are agreeing to ChildLine contacting you at this address.)		

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

PREVIOUS NAMES USED SINCE 1975 (Include maiden name, nickname and aliases.)			
First	Middle	Last	Suffix
1.			
2.			
3.			
4.			
5.			

PREVIOUS ADDRESSES SINCE 1975 (Please list all addresses since 1975, partial address acceptable; attach additional pages if necessary.)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

HOUSEHOLD MEMBERS (Please list everyone who lived with you at any time since 1975 to present. Please include parent, guardian or the person(s) who raised you; attach additional pages as necessary.)				
Name (First, Middle, Last)	Relationship	Present Age	Gender	
1.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you			
2.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you			
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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

APPLICANT'S SIGNATURE

DATE

CHILDLINE USE ONLY		
DATE RECEIVED BY CHILDLINE	SUFFICIENT PAYMENT INFORMATION RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> VALID PAYMENT AUTHORIZATION CODE <input type="checkbox"/> WAIVED (supervisor initials) _____	CERTIFICATION ID #

INSTRUCTIONS TO COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION APPLICATION:

General:

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

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

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

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

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

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

- Check the box for **individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.
- Check the box for **individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.
- Check the **volunteer having direct volunteer contact with children** box if applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school, or a program, activity or service as a person responsible for the child's welfare or having direct volunteer contact with children. In addition, check the box of one of the organizations listed, i.e. Big Brother/Big Sister, domestic violence shelter, rape crisis center. If you are **NOT** applying for a volunteer in one of the organizations listed, please check the **other** box and write the name of the organization in the space provided.
- Check the **PA Department of Human Services employment & training program participant** box if you are applying for the purpose of participating in a PA Department of Human Services employment and training program through a county assistance office (CAO) or the Office of Income Maintenance (OIM). The signature **AND** phone number of the CAO or OIM representative is required. If there is no signature and no phone number, your application will be rejected and returned to you.
- If you were provided a **"PAYMENT AUTHORIZATION CODE"** by an organization, please provide the **agency/organization name** in the space provided and the **payment authorization code** in the space provided.
- Please check the **CONSENT/RELEASE OF INFORMATION** box if you included a payment code in the space above and attached the completed Consent/Release of Information Authorization form to your Pennsylvania Child Abuse History Certification application when you mail it to our office. The Consent/Release of Information Authorization form allows the department to send your results to a third party. If the Consent/Release of Information Authorization form is **NOT** attached to the certification application, the results **WILL** be mailed to the applicant's home address and not to the third party.

Applicant Demographic Information:

- Name - Include the applicant's full legal name. Initials are not acceptable for a first name. If your full legal name is an initial, please provide supporting documentation along with your certification application.
- Social Security number - Include the applicant's social security number. A social security number is voluntary; **HOWEVER, PLEASE NOTE THAT APPLICATIONS THAT DO NOT INCLUDE SOCIAL SECURITY NUMBERS MAY TAKE LONGER TO BE PROCESSED.**
- Gender - Please check one box.
- Date of birth - Fill in the applicant's date of birth (Example: 01/22/1990).
- Age - Fill in the applicant's current age.

Address:

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

Contact Information:

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

Previous Names Used Since 1975:

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

Previous Addresses Since 1975:

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

Household Members:

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

Signature:

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

CHILDLINE USE ONLY:

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

Additional Information:

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



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

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

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

I understand that this information is confidential in nature pursuant to §6339 (relating to information in confidential reports)
of the Child Protective Services Law (CPSL) (23 Pa.C.S Chapter 63) and is not otherwise to be released by
(_____) without my expressed authorization or pursuant to Section 3490.126 of
Name of Requesting Agency

Title 55 of the Pennsylvania Code which states this information is confidential and the requesting agency can be held
criminally liable for a breach of confidentiality related to release of this information. **I also understand that the
aforementioned information will not be released directly to me (_____) as stated**
Applicant's Name
**on the Pennsylvania Child Abuse History Certification application. I understand that I will not receive a copy
of my Pennsylvania Child Abuse History Certification directly from ChildLine;** however, I may request a copy of
my Pennsylvania Child Abuse History Certification from (_____) upon written request.
Name of Requesting Agency

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

Please send my certification result(s) to:

Agency Name:

Agency Street Address:

Agency City, State, Zip Code:

Date

Applicant's Signature

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

Date

Agency's Representative Signature

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

Revised 12-29-15

FBI Fingerprints Information

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

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

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

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

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

- The Pennsylvania Department of Education also utilizes IDEMIA to process fingerprint based FBI criminal background checks for prospective employees of public and private schools. Under Act 114 of 2006, ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system. This includes but is not limited to: Teachers, School Administrators, Substitute Teachers, Teaching Assistants, PIAA Sports Officials, School Bus Drivers, and Student Teachers. If someone needs fingerprints for more than one purpose, check with the Department of Education to determine which service code should be used. The results can be made available to each organization or employer without needing to repeat the process.

Blossom Hill Mennonite Church
Approved Adult - Review of Application and Certifications

Applicant's Name _____ Date of Application _____

Date of Training _____ Date of Review _____

*Findings from PA Criminal Record Certification _____

*Findings from PA Child Abuse History Certification _____

Findings from FBI Background Certification (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)? ☐ Yes ☐ No

If yes, 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 Blossom Hill Mennonite Church upon completion of the required volunteer training

Signature _____ Date _____

☐ Letter of acceptance sent on (date) _____.

Follow-up Certifications and updates

Date _____ Approved ☐ Yes ☐ No _____ Date _____ Approved ☐ Yes ☐ No _____

Date _____ Approved ☐ Yes ☐ No _____ Date _____ Approved ☐ Yes ☐ No _____

Date _____ Approved ☐ Yes ☐ No _____ Date _____ Approved ☐ Yes ☐ No _____

Date _____ Approved ☐ Yes ☐ No _____ Date _____ Approved ☐ Yes ☐ No _____



Blossom Hill Mennonite Church

A congregation of
Mennonite Church USA

333 Delp Road
Lancaster PA 17601
Tel: 717-569-5869
E: office@blossomhillmennonite.org

APPROVED ADULT - LETTER of ACCEPTANCE

<Date>

Dear <Name>:

I am pleased to inform you that you have successfully completed the procedure to become an Approved Adult for Blossom Hill Mennonite Church. After completing the required training session, you will then be able to participate in the programs that serve our children and youth.

As you prepare to serve the children and youth of our congregation, I would suggest that you continue to become familiar with the congregation's Child Protection Policy so that you may do your particular ministry in a safe, protective, and caring environment. You may request a copy or find it on our church website blossomhillmennonite.org.

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 Blossom Hill Mennonite Church.

In Peace,

Mindy C. Nolt, Associate Pastor
mnolt@blossomhillmennonite.org
717-575-5185

*Trusting God
Following Jesus
Receiving the Spirit*
We nurture people and change our world.



APPENDIX B:

Special Forms

Suspected Child Abuse Incident Report

CONFIDENTIAL

For internal church use at Blossom Hill Mennonite Church

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 _____ date/time _____

(name)

Signature of person making this report _____

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

Signature of person receiving this report _____

Date: _____

Comments: _____

Follow up

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

Results of DHS report provided on (Date) _____

Signature of person receiving the DHS results from the mandated reporter

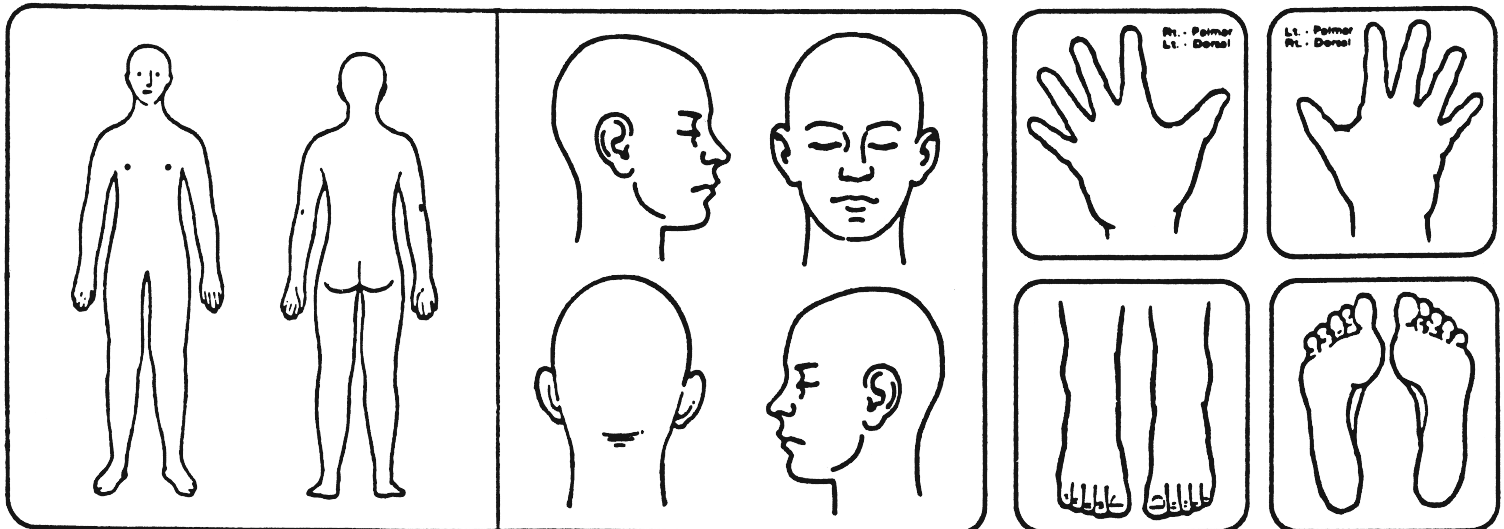
Attach-mandated reporter's information from DHS concerning the determination of whether the child abuse report was unfounded, indicated or founded, and the services to be provided for the child.

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		RELATIONSHIP TO CHILD	
NAME (Last, First, Initial)		NAME (Last, First, Initial)		NAME (Last, First, Initial)	
A.		D.			
B.		E.			
C.		F.			
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED				COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.				DATE OF INCIDENT	



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

INSTRUCTIONS TO MANDATED PERSONS:

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

NOTE:

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

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

Includes: Individual data, General Permission, Medical Information & Release

Delivered to said persons entrusted with the care, custody, and control of said minor child, this consent will remain

effective until notified or until the child reaches 18 years of age. I understand that any and all medical expenses incurred are my responsibility and that there is no medical insurance coverage provided by BHMC.

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.

Signature of parent/guardian: _____ **Date:** _____

MEDICAL DATA

Name of Child/Youth: _____ DOB: _____

Physician: _____ Phone #: _____

Medical Insurance name and #: _____

Health History:

Check those that apply:

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

Other Health Related Conditions

_____ Emotional Issues	_____ Nosebleeds	_____ Wears Glasses
_____ Fainting	_____ Motion Sickness	_____ Wears Contact Lenses
_____ Sleep Walking	_____ Menstrual Cramps	_____ Hearing Impairment

_____ Special Dietary Regimen _____

_____ Other (specify) _____

Notes on any above-checked items: _____

A COPY OF THIS FORM WILL BE AVAILABLE TO APPROVED ADULTS ON EVERY ACTIVITY, FIELD TRIP
OR OVERNIGHT EVENT THAT THESE CHILDREN/YOUTH ATTEND.

Blossom Hill Mennonite Church
Nursery Registration Form
Contact Information, Allergy Information, Release Form

Child's name: _____ Nickname: _____ Child's D.O.B. ____/____/____

Parent/Guardian information

Name: _____ Relationship to Child: _____

Cell Phone # _____ E-mail: _____

2nd Parent/Guardian or Emergency Contact

Name: _____ Relationship to Child: _____

Cell Phone # _____ E-mail: _____

List of allergies (food, insect stings, other items that are relevant): _____

Snacks that are nut-free (and free of any other ingredients to which BHMC nursery children are allergic) are sometimes given during nursery time. Please check whether you approve of your child having snacks during nursery:

☐

No, do not give my child snacks

☐

Yes, snacks are okay.

Bathroom/diaper changes:

☐

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

Other persons authorized to pick up my child:

Name(s): _____ Name(s): _____

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

With my signature, I agree to remain on the premises of Blossom Hill Mennonite Church while my child is in the nursery. I give any and all BHMC 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 BHMC or its representatives responsible for any accident or injury that may occur in the church building or on its premises.

Parent Signature: _____ Date: _____

Blossom Hill Mennonite Church

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 Approved Adults from Blossom Hill Mennonite Church (BHMC).

Name of event: _____

Destination: _____

Departure from BHMC (date) _____ (time) _____

Additional info:

Return BHMC: (date) _____ (time) _____

Additional info:

Method of Transportation: _____

Designated approved adult supervisors:

1. (name) _____ cell # _____

2. (name) _____ cell # _____

Participant's Cost: _____

(if you are unable to pay full price amount, please put whatever amount you are able to pay)

What to bring: _____

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

Permission Form for Special Event/Activity Participation

** Return this lower Form by (date) _____

I hereby consent to participation by my child/children:

(name/names) _____

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

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

Print parent/guardian name

parent/guardian signature

date

Indicate any change in Medical Information which was previously given with the
Child/Youth Registration _____

**Statement of Compliance for Outside Organizations
using Church Facilities**

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

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

Have you received and read the BHMC Child Protection Policy? Yes _____ No _____

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

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

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

If you do not have a policy, your group is required to abide by BHMC's 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 Child Protection Policy of BHMC 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 BHMC harmless 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:** _____

Key Policy Agreement Form

I understand that, as a person with a key(s) to Blossom Hill Mennonite Church (BHMC), I am responsible for maintaining the safety of the Church environment while any property and/or facility of BHMC 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 the Administrative Team 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 BHMC
- I understand that I am not to be alone in any room or secluded area on BHMC 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 BHMC requests such return.

- If any property and/or facility of BHMC 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 BHMC Child Safety Policy I or this form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

An additional holder of a single key assigned, which might be shared for reasons **only after approval by the Administration Team**, 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 BHMC Child Safety Policy I or this form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

Date Key Returned: _____

Signature of Key holder: _____

Signature of Authorized Representative of BHMC: _____

APPENDIX C:

Policy Supplements



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

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

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

Talking to parents

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

The pastor should encourage the parents of the child who was inappropriately touched or exposed to sexual activity to seek an evaluation for the child with a licensed child therapist. Some children may seem unchanged by the incident; however, a child who has been sexually abused in any way may need some specialized help and attention to process their feelings through treatment with a therapist trained in this area.

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

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

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

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

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

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

PA Reporting

1. Perpetrators: According to the new PA law passed in 2014 defining child abuse, "Harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator." (However – this does NOT apply to sexual abuse. See #2 Exception below). Remember that a child is under 18 years of age. A perpetrator is one of a set of people with specific relationships to the victim which imply some duty of care, such as a parent or step-parent, someone 14 or older who lives in the household or is responsible for the care of the child. So, for example, the 15 year old babysitter or the 14 or older sibling could be a perpetrator, but a neighbor child is not. Any kind of injury by a perpetrator that is defined as abuse would be covered in this

situation, and would trigger a mandated report to PA Childline. Of course, a physical assault by a child on a child that causes bodily harm may be reported to the police regardless of the relationship between the victim and offender. Injuries sustained in a mutual fight between children (again under 18) are, however, not reportable to ChildLine as abuse.

2. Exception: Acts defined as sexual abuse require a mandated report, no matter whether the offending child is a perpetrator or not, and no matter the age of the offending child. These acts include rape, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, and indecent exposure, as defined in the PA Criminal Code. Reporting may be very difficult if the offender is younger, but this is conduct which should be handled professionally and with the ability to develop an enforceable treatment and safety plan. There is a very high success rate for treatment of minors with sexual behavior problems if they receive prompt and appropriate treatment, which is usually family focused.

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

Remember also, that “consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child’s age” is not abuse and not criminal.

Primary sources:

PROTECTING CHILDREN IN PRACTICE WEBINAR

Cathy Palm, Center 4 Children’s Justice

CHILDREN WITH SEXUAL BEHAVIOR PROBLEMS

MNCASA Report on Best Practices June 2017

Rev. 11/6/19

Best Practices and Guidelines
for Social Media Interactions, Texting, Emailing and Virtual Meetings
with Children and Youth

Best Practices for Social Media Interactions, Texting, and Emailing

1. Privacy settings and personal boundaries should be implemented for all types of social media and other communication.
 - a. Create and use profiles on social networking sites that meet professional and church expectations. Be mindful of the example you model when you make public posts on your personal platforms that are accessible by the children and youth in your charge.
 - b. No private social media communication is permitted, except under special circumstances with written parental consent. All social media comments must be public and appropriate.
 - c. Do not engage privately with young people on applications that encourage immediate message responses or back-and-forth photo sharing (Snapchat, etc.).
 - d. Apply consistent privacy settings with all children and youth across all social networking sites and platforms to avoid the appearance of playing favorites.
 - e. Conduct an annual review of church communication platforms involving children/youth. Focus on settings, accessible content, photos, and videos to ensure compliance with the Child Protection Policy.
 - f. Inform parents of children and youth of social networking sites and platforms used within the church.
 - g. Whenever possible, send communication to entire groups or in public platforms rather than in private messages. This includes photos, images, and videos.
 - h. When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or guardians as well. Examples of these types of emails include: payment due information, specific medical requests or questions etc. Parents or guardians do not need to be copied on mass emails that are sent to the entire group.
 - i. Refrain from contact or exchanging texts, chats, or emails early in the morning or late at night (for example, before 8:00am or after 10:00pm, unless it's an emergency. Texting emotional or social conversations should be avoided.
2. Best Practices regarding "groups" on social networking sites:
 - a. Have at least two unrelated approved adult administrators for social networking groups that are designed for youth;
 - b. Use closed/private groups, but not "hidden" or "secret" groups for youth
 - c. Remove any content that shows or describes inappropriate behavior;
 - d. Social networking groups for youth should be open to parents/guardians of youth;
 - e. Remove adult leaders of youth groups and youth who are no longer members;
 - f. Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.

Best practices for virtual meeting platforms with children and youth:

Virtual interactions with children and youth need to be transparent and need to have two approved adults engaged with the gathering for the entire time. While Zoom is the platform noted in this document, these practices and expectations apply to any virtual meeting platforms used for children and youth programming. Approved adults who are facilitating these gatherings should abide by the following guidelines:

1. The virtual meeting link should always be set up through a church or church-approved account.
2. Two unrelated approved adults are required in all virtual gatherings and should log in early before children or youth join.
3. The host must send the meeting link, call in number, and meeting ID to registered participants and their parents or guardians. Only pastors, teachers/youth leaders, participants, and their parents or guardians should receive the link.
4. One of the adults, preferably the one who is not leading the meeting, must act as the meeting host. Both approved adults should be co-hosts, but one adult should be the main one to monitor Zoom settings and behavior. Should a behavior issue arise during an online gathering, the meeting host may choose to remove a participant and/or contact the parent/guardian as deemed appropriate.
5. When gatherings involve 5th grade children and under, parents/guardians should plan to be nearby.
6. The meeting host controls all muting, video functions, chat, etc., so that the leader can focus on facilitating the time with children/youth.
7. Recommended Zoom settings when working with children/youth:
 - **Turn off** the following:
 - “join before host”
 - private chat
 - file transfer
 - screen sharing for participants
 - **Autosave** all chat history
8. If the host places students in breakout rooms, approved adults must visit these rooms throughout the session for supervision. No adult should be alone in a breakout room with only one child or one youth.
9. Remind all participants that screenshots of meetings are discouraged and should **not** be posted online without permission from everyone in the photo and their parents/guardians.
10. Laws regarding mandated reporting of suspected abuse, neglect or exploitation of children or youth apply in the virtual worlds as they do in the physical world.
11. All virtual gatherings with children/youth will be recorded to the church account for reference as needed and may be periodically reviewed by a pastor or Child Protection Committee.
12. If a virtual gathering of children/youth is recorded for an additional purpose (faith marker blessing, song recording, reader’s theater, etc), facilitators must communicate that directly with parents. If the parent/guardian allows their child to be involved, their involvement will be viewed as permission.