

Safe Space for All of God's Children
Child Protection Policy

St. Paul Evangelical Lutheran Church
201 West Louthier Street
Carlisle PA 17013

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Safe Space for All of God's Children

Child Protection Policy

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201 West Louther Street
Carlisle PA 17013

St. Paul Congregation Council has adopted the following policy to ensure that St. Paul Evangelical Lutheran Church provides a safe space for all of God's children.

A. Purpose

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

This congregation's ministry with children and youth begins by striving to provide a safe environment and to provide caring and effective leaders. In an effort to promote this safe environment, the congregation binds itself to the *Safe Space for All of God's Children* Policy described in this document.

To provide a Safe Space for All of God's Children, staff and volunteers will be screened as to their acceptability for working with children, youth, and vulnerable adults. They will be required to subscribe to our "Two Approved Adult Rule," and they will follow the guidelines set forth in this Child Protection Policy.

B. Scope:

1. By establishing reasonable safety measures in the use of our property and equipment, and in the selection and recruitment of volunteers and staff. We will educate our staff and volunteers on our church methods and policies including all requirements under the laws of the Commonwealth of Pennsylvania.
2. All volunteers who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children, youth and vulnerable adults while assisting with Boy Scouts, Girl Scouts, as well as independent group activities in St.

Paul Evangelical Lutheran Church Facilities. They shall sign the agreement for Outside Groups (Appendix 2)

C. General Requirements:

1. All staff persons and adult volunteers whose individual role as an integral part of a regularly scheduled program, activity or service has direct contact with children, youth and vulnerable adults at St. Paul Evangelical Lutheran Church must sign the Safe Space for All of God's Children Covenant Agreement. (Appendix 2)
2. All volunteers shall be supervised by the lead pastor, family and youth director, or designated church leader for the event/events.
3. Volunteers will be at least 18 years of age and are required to have a background check.
4. Clearances will be require every five years from church staff and volunteers to ensure that no change has taken place in their approval status.
5. Each room or space in the church where children are being cared for will be monitored by at least two adults, one of which can be roaming. If activities take place outdoors or away from church property, the person in charge will take appropriate measures to make sure that the children are properly supervised (minimum of two adults supervising the event).
6. Adult volunteers for St. Paul Evangelical Lutheran Church sponsored events for children or youth shall be members of, or regular attendees of St. Paul.
7. St. Paul requires adult volunteers and church staff to complete initial training and any educational events deemed necessary to keep them informed of church policies and state laws regarding work with children.
8. Staff and volunteers are mandated reporters and are required to report suspected cases of child abuse to Pennsylvania Childline and Abuse Registry, the Cumberland County Children and Youth Agency and the Lead Pastor.
9. Every classroom, the nursery or any other place where children and youth gather for a church sponsored activity or event will have adult supervision. No church sponsored child or youth event or activity will ever be unsupervised for any amount of time. (Don't leave the room.)
10. All volunteers will be expected to adhere to all rules, regulations, and policies of St. Paul Evangelical Lutheran Church, including those concerning confidentiality of child information.
11. Voluntary Disclosure Statements are private and confidential and will be on file in the lead pastor's office.
12. The Department of the Auditor General in conjunction with the performances of the duties designated to the Office of Auditor General has access to confidential child welfare records in order to conduct audits of the system

D. Definitions:

Adult - means a person over 18 years of age.

Adult family member - a person 18 years of age or older who has the responsibility to provide care or services to an individual with an intellectual disability or chronic psychiatric disability.

Child , Children - means any person(s) under the age of 18.

Child Abuse - as defined under Pennsylvania's Child Protective Services Law means any of the following:

(i) Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age.

(ii) An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.

(iii) Any recent act, failure to act or series of acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.

(iv) Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, that endangers a child's life or development or impairs the child's functioning. No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Children's activities - mean any activity or program in which the children are under supervision of staff persons or volunteers.

Childline—An organizational unit of the Department of Human Services that operates a 24-hour a day Statewide toll-free telephone system for receiving reports of suspected child abuse, referring reports for investigation and maintaining the reports in the appropriate file.

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

Individual residing in the same home as the child—An individual who is 14 years of age or older and who resides in the same home as the child.

Immediate vicinity - an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.

Independent contractor - an individual who provides a program, activity or service to an agency, institution, organization or other entity, including a school, or regularly established religious organization, that is responsible for the care, supervision, guidance or control of the children.

Mandated reporter - 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 has direct contact with children.. i.e.: Sunday School Teachers, Nursery Attendants, VBS Volunteers, Youth Group Leaders, etc.

Mandated reporting - the adult volunteer on the basis of the individuals' role as an integral part of a regularly scheduled program, activity or service has direct contact with children.

Perpetrator—A person who has committed child abuse and is a parent of the child, a person responsible for the welfare of a child, an individual residing in the same home as a child or a paramour of a child's parent.

Program, activity or service is defined as the following: A public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:

A youth camp or program

- A recreational camp or program
- A sports or athletic program
- An outreach program
- An enrichment program
- A troop, club or similar organization

Person responsible for the child’s welfare—Staff or volunteer who provides permanent or temporary care, supervision, training or control of a child in lieu of parental care, supervision and control.

Recent acts or omissions—Acts or omissions committed within 2 years of the date of the report to the Department of Human Services or county agency.

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

Serious mental injury—A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that does one or more of the following:

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.

Seriously interferes with a child’s ability to accomplish age-appropriate developmental and social tasks.

Serious physical injury—An injury that causes a child severe pain or significantly impairs a child’s physical functioning, either temporarily or permanently.

Sexual abuse or exploitation—The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another person to engage in sexually explicit conduct, or a simulation of sexually explicit conduct, for the purpose of producing a visual depiction, including photographing, videotaping, computer depicting or filming of sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of sexual exploitation of children.

Staff person - Any person employed by St. Paul Evangelical Lutheran Church.

Volunteer - A person whose individual role as an integral part of a regularly scheduled program, activity or service has direct contact with children. (i.e.Sunday School Teachers, Nursery Attendants, VBS Volunteers, Youth Group Leaders, Cares, etc.)

Vulnerable adult - Any person over 18 years of age with diagnosed diminished physical, mental, or emotional capacities.

We, church or congregation - St. Paul Evangelical Lutheran Church, Carlisle, PA.

E. Background Checks:

All volunteers who, as an integral part of a regularly scheduled program, activity or service, has direct contact with children, youth (up to age 18), and vulnerable adults in educational and/or fellowship ministries of St. Paul’s congregation, and all staff personnel shall undergo a process of screening:

Screening Procedure for St. Paul Volunteers:

All volunteers are required to complete and provide:

- Signed Participation Covenant Agreement (Appendix 2)
- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Services.
- Pennsylvania State Police Criminal Record Check
- FBI Criminal History Report – this step requires finger prints.
 - Volunteers who have not been residents of Pennsylvania for 10 years consecutively will be required to obtain an FBI federal criminal history clearance including the submission of fingerprints. This will be required only once of such a volunteer.
 - Volunteers who have lived in the state of Pennsylvania for 10 years consecutively will only be required to submit a notarized affidavit. (Appendix 3)
- All background checks must be repeated every five years.
- Complete the online three-hour course for mandatory reporters, and turn in copy of Certificate. www.reportabusepa.pitt.edu

Screening Procedure for St. Paul Staff:

All staff persons are required to complete and provide:

- Signed Participation Covenant Agreement.
- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Services.
- Pennsylvania State Police Criminal Record Check.
- FBI Criminal History Report – this step requires fingerprints.
- All background checks must be repeated every five years.
- Complete the online three-hour course for mandatory reporters, and turn in copy of the Certificate. www.reportabusepa.pitt.edu

The list of criminal offenses that limit a person from working or volunteering with children include aggravated assault, aggravated indecent assault, concealing the death of a child, criminal homicide, indecent assault, indecent exposure, incest, involuntary sexual intercourse, kidnapping, rape statutory sexual assault, sexual intercourse, sexual assault, a felony drug offense committed within the five-year period immediately preceding when background checks were obtained. Also a person that has been determined to be a perpetrator of a found case of child abuse, within the last 5 years, faces limitations on employment and volunteering with children

F. Requirements for Other Groups Using St. Paul Facilities:

All volunteers who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children, youth and vulnerable adults while assisting with Boy Scouts, Girl Scouts, as well as independent group activities in St. Paul Evangelical Lutheran Church Facilities will be required to complete and provide to the lead pastor, proof of checks/certifications.

- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Services.
- Pennsylvania State Police Criminal Record Check
- FBI Criminal History Report –this step requires finger prints, or a notarized affidavit if a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years.

These groups shall be required to complete and provide St. Paul with a signed Safe Space for All of God’s Children Agreement for Outside Groups (Appendix 3). They shall file with the congregation a copy of their policies that are in effect at that time.

This information will be required to be filed every five years.

Failure to abide will result in the loss of church sponsorship and use of our facilities.

G. Reporting Suspected Child Abuse:

When an incident, or allegation of child abuse occurs within the church or at a church sponsored event is made or a staff member or volunteer otherwise has reasonable cause to suspect child abuse, it is crucial that the incident or allegation be dealt with speedily and in a clearly outlined manner.

1. If a staff person or volunteer has reasonable cause to suspect, based upon their training and experience, that a child is a victim of child abuse, the staff person or volunteer shall immediately contact the Pennsylvania Childline and Abuse Registry (1-800-932-0313).
2. Initial reports can also be filled via the website: www.compass.state.pa.us/cwis
3. This includes situations in which:
 - A staff person or volunteer comes into contact with a child that has been abused.
 - An individual makes a specific disclosure to a staff person or volunteer that an identifiable child is the victim of child abuse.
 - An individual 14 years of age or older makes a specific disclosure to you that he/she has committed child abuse.
4. A volunteer may have an appropriate staff member present while the call is being placed, however, the volunteer is legally responsible for contacting Childline by telephone. Staff members may not influence the decision as to whether or not the incident should be reported, but may help in providing the name, address, and family information of the alleged victim.
5. The person reporting the suspected child abuse must fill out form PA CY47 to be sent in to the Cumberland County Children and Youth Services within 48 hours of the oral report to Childline. The lead pastor or staff member may assist in this step if the volunteer desires. The volunteer shall make 3 copies: one for their own personal records, one for the lead pastor, and one for staff member if she/he assisted. The original should be sent to Cumberland County Children and Youth Services.
6. After a report is made, the volunteer shall notify the staff person in charge of the activity, if he or she has not already done so.
7. The staff person in charge of the activity will immediately notify the lead pastor.
8. Individuals under investigation will be required to refrain from all child-related activities until the incident report is resolved. If the removal of any person from an activity is required,

care should be taken to handle this in a discreet manner, recognizing that an investigation still is being conducted.

H. Reporting Suspected Abuse of a Vulnerable Adult:

- The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported shall report the incident immediately to the person in charge of the activity.
- The person in charge of the activity in which the alleged abuse was observed or disclosed immediately shall attempt to obtain necessary information, such as the name of the alleged victim and his or her address and family information.
- The person in charge of the activity immediately will notify the lead pastor
- The lead pastor will contact the appropriate agencies and complete any necessary paperwork.

I. Response Plan:

A quick, compassionate and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in an activity, the entire staff of that activity shall cooperate with all official investigating agencies.

- Do not confront the accused abuser with anger and hostility. Treat him/her with dignity, but immediately ask him/her to remove him/herself from further involvement with children, youth or vulnerable adult. If abuser does not cooperate call 911.
- If an incident is in progress and/or escalating, call 911. Notify the lead pastor, and the parents or guardian of the victim, unless the parent or guardian is the alleged abuser. Take any necessary steps to assure the child or vulnerable adult's safety until the parent or guardian arrives.
- Immediately report the incident of alleged abuse to the Pennsylvania Childline and Abuse Registry, staff person in charge of the activity and the lead pastor.
- When the suspected source of the abuse is a staff person or volunteer, the lead pastor will notify the parents, or legal guardian of the victim, and continue to assure the child's safety until parents, or legal guardian arrive. The safety of the victim must be the congregation's primary concern.
- The lead pastor will notify the bishop of the Lower Susquehanna Synod, the congregation's insurance agent, and the congregations's attorney.
- All requests for statements shall be directed to the lead pastor. The reporting employee or volunteer shall not share with any other person information regarding the alleged child abuse. Under no circumstances shall an employee or volunteer make any public statements about the report, as this may give rise to a defamation claim.
- In the event the lead pastor is unavailable, or the allegation involves any pastor of this congregation, notify the president of council who shall notify the bishop of the Lower Susquehanna Synod immediately. The associate pastor or a representative from the synod will fulfill the lead pastor's responsibilities.

J. Outside Group Suspected Child Abuse Reporting:

Any incidences involving Boy Scouts, Girl Scouts, or an outside group using the church facility, must be reported to the lead pastor, in addition to the statutorily-required reporting of the incident.

K. Recommended Safe Practices

Supervision:

In order to provide a safe haven and not jeopardize our ministries, the following procedures are required:

- This policy and procedures shall be reviewed every three years with all volunteers and staff personnel working with children, youth and vulnerable adults.
- Minimum supervisory standards will include the “two-adult rule”. The two-adult rule requires that no matter the size of the group, there always will be two unrelated adults present. This may include the presence of an adult “roamer” who moves in and out of rooms. No person shall supervise an age group unless he/she is at least three years older than the children with whom he/she is working.
- Each room or space in which children are being cared will have a window in the door or the door will be left open. All activities shall occur in open view. Should the children’s activity be an outdoor program or occur in a setting which makes it difficult to comply with this Policy, the staff person in charge of the activity shall take appropriate measures to make sure that the setting suits the activity and the children are properly supervised.
- All activities that take place away from the church buildings shall have completed permission forms signed by the parents/guardians. (Appendix 8)

Cyber Safety:

The internet and portable devices allow people to stay in contact with each other more easily than at any other time in the history of civilization. Some incredible ministry can take place using modern technology, but, as with all forms of ministry, there are some inherent risks involved with the use of electronic communications. However, following basic procedures can help to minimize those risks. There is no such thing as privacy in cyberspace. Accordingly, volunteers and staff persons shall comply with the following policies, etc. procedures:

1. Obtain parental/guardian permission. Volunteers and staff persons shall receive advance written parental permission for children and youth and written personal permission for vulnerable adults (This does not include electronic correspondence.) for:

- Posting photos of participants on any website or sending the photos by e-mail or cell phone messages or making videos for any use;
- E-mailing, Instant Messaging (IM’ing), calling, texting, or sending data to a child, youth, or vulnerable adult by computer, PDA, or cell phone (keep in mind "free" minutes and data plans vary tremendously even with the same carrier);
- The sharing of any full name or contact information of a child or youth.

2. Never post easily identifiable information online.

- If you communicate by e-mail, do not use “broadcast” e-mails. Use the “BCC” option (blind carbon copy) so that each recipient sees only his or her address when a message is received.
- Be cautious when transmitting easily identifiable information like event dates, times, locations, or participants.
- Limit what is communicated in electronic prayer requests. When placing a child, youth, or vulnerable adult on an electronic prayer list, use only initials. If someone must know the last name or the mailing address of the individual, have her/him call one of the pastors.

3. Limit individual communications with children, youth, and vulnerable adults.

- Conduct any communications in a professional manner. (Even though you may be a sounding board for a person having a bad day, the reverse is not true.)
- Save all communications you have with children, youth, and vulnerable adults (i.e. instant messages (IMs), chat room conversations, e-mails, etc.). An electronic "paper trail" can be important.
- If you are uneasy about any topic addressed in an e-mail or an e-mail in general, send a blind carbon copy to a parent/guardian unless protected by Clergy Penitent Privileges
- If abuse is divulged electronically, follow standard reporting procedures.

4. Safety Measures for sharing photos electronically.

- Consider obtaining copyrights for any photo posted directly on the church website or shared electronically. Keep in mind that copyright laws are not necessarily universal and can get rather complicated.
- When posting photos, refrain from using names and never use last names or identifiable information.
- Check photos for vulnerable/compromising situations and to make sure they uphold your mission. Check to make sure name tags are not distinguishable.
- Use low-resolution photos whenever possible and slightly blur/pixelate photos.
- Block "save photo as" options on websites (ask a web-savvy person for assistance).
- Limit access to photos by employing the use of a password.
- Obtain additional permission to use photos elsewhere (i.e. a journal or website, local paper, etc.).
- Consider using stock or purchased photographs, this would be preferred.

5. Safety Measure for using social networking sites. Social networking sites such as MySpace, Facebook, 7Villages, Xanga, Friendster, Plaxo, and others are popular with many people:

- Set privacy settings to limit who can see your profile. Otherwise people may still be able to view your full profile.
- Restrict who can be your friend. It is prudent to use judgment in accepting requests from youth.
- Use higher level security features even if you have a restricted profile (such as requiring your approval of all comments posted to your site).
- Do not post anything to your social networking site that you would not want attached to your resume or printed in the church newsletter or bulletin. (The same goes for blogs.)
- Remove or do not post inappropriate comments, photos, etc.
- Encourage youth to follow these same guidelines.

6. Do not give out passwords to church ministry accounts.

Travel:

Preparation for travel to events not on St. Paul Evangelical Church property:

- Advance notice must be given to parents/guardians prior to the event.
- A means of communication among vehicles must be made available (e.g. cell phones, CB radios, etc.)
- Permission slips must be completed by parents/guardians prior to departure if travel will exceed four (4) hours or a radius of 30 miles from St. Paul Evangelical Lutheran Church.
- Participation in the event will be denied if permission slips are not completed.

General Guidelines:

- It is strongly recommended that all vehicles travel in a “convoy” for the duration of the event.
- A ratio of at least one (1) adult for every five (5) youth is recommended. A minimum of one (1) adult for every ten (10) youth will be maintained).
- The “Buddy System” should be observed for all travel.

Transporting Children and Youth:

Persons operating motor vehicles transporting children and youth must:

- Be at least 21 years old.
- Have a valid Pennsylvania driver’s license
- Provide proof of insurance
- Be willing to submit to a Driver’s License Check for convictions or driving under the influence of alcohol or other controlled substances.
- Vehicles used to transport children/youth must have a current Pennsylvania registration, inspection, and must have sufficient seat belt restraints for each passenger.

Overnight Travel:

- Where overnight travel involves male and female group members, at least one (1) adult of each sex shall accompany the group.
- At no time will an adult share a bedroom with a child or youth. (Family relationship excepted).
- In dormitory or camp settings, adults should position themselves where group member movements may be monitored.
- Rooms and campsites should be in the same general area.

Youth Groups Event Guidelines:

“Leaving Event Early or at Designated Ending Location”

To do either of the following requires a signed note form parent or guardian

- an early departure
- if pickup will occur at a place other than the designated location for the event.

“Buddy System”

A “Buddy System” will be established at the discretion of the event group leader. When the

leadership enacts the system, youth who find it necessary to leave the primary location of the event, the youth and his/her buddy will notify the assigned adult leader. The leader must monitor their departure and return.

Appendix 1



Recognizing and Reporting Child Abuse:

Mandated and Permissive Reporting in Pennsylvania

This free three-hour online course provides information on the recognition of child maltreatment, the obligation or opportunity to report child maltreatment, and the procedures for making a report of child maltreatment.

The course is approved for three continuing education credit hours and has been approved by the PA Department of Human Services and Department of State to meet mandated reporting (Act 31) training requirements. Additionally, the course meets credit requirements for Act 126 (child abuse recognition and reporting).

The overall learning objectives are for the participant to:

- ✓ Identify the infrastructure for protecting children from abuse in the Commonwealth of Pennsylvania;
- ✓ Identify the expanded legal definition of Child Abuse according to Pennsylvania's Child Protective Services Law;
- ✓ Recognize potential indicators of child abuse;
- ✓ Determine when to report suspected child abuse;
- ✓ Describe the roles, rights, and responsibilities of mandated and permissive reporters of suspected child abuse;
- ✓ Recognize the process that follows after a report is made;
- ✓ Self-identify as a mandated or permissive reporter; and
- ✓ Follow the process for reporting suspected child abuse.



University of Pittsburgh,
School of Social Work
The Pennsylvania Child Welfare Resource Center

403 East Winding Hill Road
Mechanicsburg, PA 17055

Phone: 717-795-9048
Fax: 717-795-8013
www.pacwrc.pitt.edu

This training is free of charge and meets Act 31 training requirements, as well as Act 126 requirements. All other licensing-related questions should be referred to your respective board(s). Please note: If you are licensed by more than one board, the Department of State will apply your credit to all relevant boards.

How to Access the Online Training:

1. Go to www.reportabusepa.pitt.edu. (If you have not previously registered, please click the "Registration" link at the top of page).
2. Enter your user name and password to log on.

Appendix 2

Safe Space for All of God's Children Covenant Agreement

St. Paul Evangelical Lutheran Church's purpose for establishing this Agreement is to help the Church and all our volunteers and staff demonstrate their commitment to the physical and emotional safety, and spiritual growth of our children. By signing this agreement, I pledge to support the churches endeavor to keep our children safe.

As a volunteer or church employee, I promise or affirm the following:

- 1) that I am over 18 years of age.
- 2) that I am willing to submit to Criminal and Abuse Background checks.
- 3) that I will never leave children unsupervised in the room where I am leading or helping with a church-sponsored activity or event.
- 4) that I have been a member of, or regular attender of, St. Paul Evangelical Lutheran Church.
- 5) that I will immediately report any suspected cases of child abuse in accordance with the requirements of law and St. Paul's Safe Space for All of God's Children Policy.
- 6) that I will attend church-sponsored training and educational events provided to keep church volunteers informed of church policies and state laws regarding work with children.
- 7) that the information I have provided on this form is true and correct. I authorize St Paul Evangelical Lutheran Church to verify the information I have provided on this form.
- 8) that I will abide by and be bound by the policies of St. Paul Evangelical Lutheran Church and refrain from inappropriate conduct in the performance of my duties on behalf of the church.
- 9) that I have read this agreement and St. Paul's Safe Space for All of God's Children policy, and I am fully aware of its contents.
- 10) I sign this consent freely and under no duress or coercion.

Name (print) _____

Signature _____ Date _____

Witness _____ Date _____

Personal Information:

Drivers License (State): _____ (Attach Copy)

Current Residence and Mailing Address _____

Telephone: Home: _____ Work: _____ Cell: _____

E-mail Address: _____

Name Emergency Contact: _____

Telephone: Home: _____ Work: _____ Cell: _____

Appendix 3

Safe Space for All of God's Children

Agreement for Outside Group

St. Paul Evangelical Lutheran Church's purpose for establishing this Agreement with you is to help the church, all church-sponsored and church-affiliated organizations and other organizations using the church's building or grounds demonstrate our commitment to the physical and emotional safety and spiritual growth of our children, youth and all adult workers and volunteers. By signing this agreement, you pledge your support of our common endeavor to keep our children and youth safe.

On behalf of the organization named below, I promise and affirm the following:

1. that we shall require all organization employees and volunteers, who accept responsibility for a child, or have direct contact with children, in the church building to complete and provide to us every 5 years:
 - a. Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Resources; and
 - b. Pennsylvania State Police Criminal Record Check; and
 - c. FBI Criminal History Report – this step requires finger prints.
 - i. If a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years a notarized affidavit is acceptable.
2. that we will maintain a file of all clearances provided under No. 1 above.
3. that we will require employees and volunteers to immediately report any suspected cases of child abuse in accordance with the requirements of law.
4. that we will report any behavior seen as abusive or inappropriate to the lead pastor.
5. that we will never leave children unsupervised in the room where we are leading or helping with an activity or event.
6. that we will provide St. Paul Evangelical Lutheran Church with a copy of our written policy that incorporates the assurances provided above.

Organization Name (print) _____

Name of Individual (print) _____

Position (print) _____

Signature _____ Date _____

Witness _____ Date _____

Appendix 4

Safe Space for All of God's Children AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF CUMBERLAND

)
)

_____ [Print full name here] swears and affirms as follows:

1. I wish to serve as an volunteer for St Paul Evangelical Lutheran Church (Church).
2. I am submitting this Affidavit to Church in accordance with the provisions of Section 6344.2(B.1) of the Pennsylvania Child Protective Services Law, 23 Pa.C.S.A. Section 6301 et seq.
3. I understand that the Church will be relying on my statements in this Affidavit for the purpose of determining whether I may serve as a volunteer for the church.
4. I have been a Pennsylvania resident during the entirety of the ten - year period immediately preceding today's date.
5. I am not disqualified from service as a volunteer pursuant to Section 6344(C) of the Pennsylvania Child Protective Services Law, in that:

A. I swear/affirm that I have never been convicted of any of the following criminal offenses under the Pennsylvania Crimes Code, 18 Pa.C.S.A. Section 101 et seq.

- (i) Chapter 25 (relating to criminal homicide);
- (ii) Section 2702 (relating to aggravated assault);
- (iii) Section 2709.1 (relating to stalking);
- (iv) Section 2901 (relating to kidnapping);
- (v) Section 2902 (relating to unlawful restraint);
- (vi) Section 3121 (relating to rape);
- (vii) Section 3122.1 (relating to statutory sexual assault);
- (viii) Section 3123 (relating to involuntary deviate sexual intercourse);
- (ix) Section 3124.1 (relating to sexual assault);
- (x) Section 3125 (relating to aggravated indecent assault);
- (xi) Section 3126 (relating to indecent assault);
- (xii) Section 3127 (relating to indecent exposure);
- (xiii) Section 4302 (relating to incest);
- (xiv) Section 4303 (relating to concealing death of child);
- (xv) Section 4304 (relating to endangering welfare of children);
- (xvi) Section 4305 (relating to dealing in infant children);
- (xvii) Section 5902(b) Felony (relating to prostitution and related offenses);
- (xviii) Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
- (xix) Section 6301 (relating to corruption of minors);
- (xx) Section 6312 (relating to sexual abuse of children); or
- (xxi) The attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses.

B. I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in A. above 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 Pennsylvania.

- C. I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780 - 101 et seq., during the entirety of the ten - year period immediately preceding today's date.

[Sign here in the presence of a notary public]

[Print full name here]

Sworn to and subscribed
before me this ____ day of
_____, 201_.

Notary Public

My Commission Expires

Appendix 5

Safe Space for All of God's Children Reporting Checklist

The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported is responsible for making an accurate and timely report. This checklist is to be completed and turned into the lead pastor along with a copy of the report worksheet (Appendix 7).

- 1.Ensure the safety of the children and other adults before leaving to make a report.
- 2.The individual making the report shall obtain as much information about the alleged victim as possible (i.e. full name, address, family information, etc.). In the case of a volunteer acting as the reporter, a staff member may assist in providing this information.
- 3.The individual reporting shall call the Pennsylvania Childline and Abuse Registry (1-800-932-0313) or enter information online: www.compass.state.pa.us/cwis
- 4.The individual shall complete form PA CY47. The Childline operator may have this completed while the reporter is still on the phone. Form PA CY47 in Appendix 7
- 5.Make 2 copies of form PA CY47. One copy is for the reporter’s personal records. The other shall be provided to the Lead Pastor. (A third if a Staff person helps)
- 6.Send the original of form PA CY47 to the Pennsylvania Childline and Abuse Registry as noted on the form.
- 7.Give a copy of this checklist and form PA CY47 to Lead Pastor.
- 8.The Lead Pastor will inform the Bishop that a violation of St. Paul’s Safe Space fo All of God’s Children Policy has occurred.

The individual shall not share with any other person information regarding the alleged child abuse.

Under no circumstances shall the individual make any public statements about the report, as this could give rise to a defamation claim

Reporter’s name: _____(Print)

Reporter’s Signature: _____

Date: _____

Appendix 6

Safe Space for All of God’s Children Suspected Violation Information Gathering Worksheet

Name of person observing or receiving information on suspected violation

Name of victim:

Age of victim: _____

Observer's Statement:

Name of person accused of violation:

Date and time parent/guardian called:

With whom spoken and what was said:

Date and time called law enforcement:

With whom spoken and what was said:

Date and time called Pennsylvania Childline and Abuse Registry:

With whom spoken and what was said:

Date and Time reported to Lead Pastor:

What was said to Lead Pastor:

Date and Time talked to other Contacts:

What was said:

Other Information:

Reporter

_____ (Signature)

_____ (Print)

Date and Time _____

Appendix 7

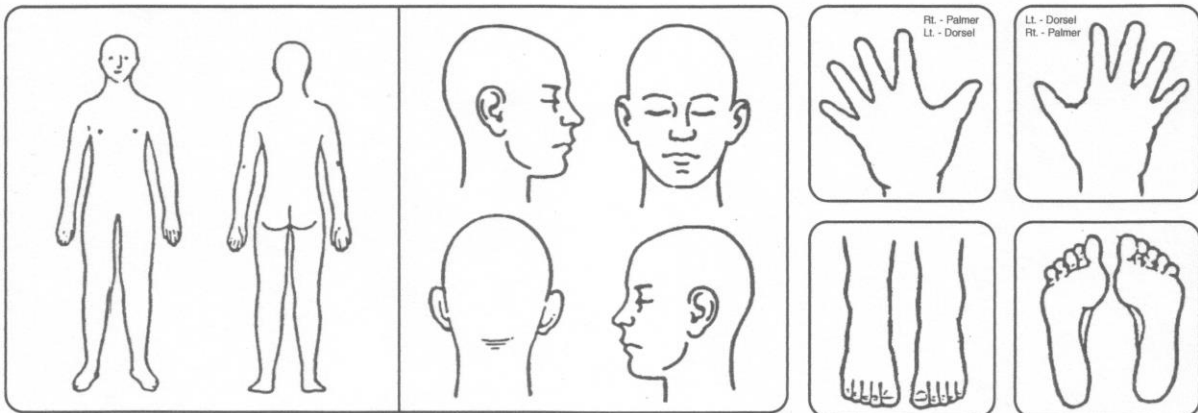
REPORT OF SUSPECTED CHILD ABUSE (CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

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

1. NAME OF CHILD (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)		COUNTY	TELEPHONE NO.	
5. ALLEGED PERPETRATOR (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)		COUNTY	TELEPHONE NO.	
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD
A. NAME (Last, First, Initial)			D. NAME (Last, First, Initial)	
B. NAME (Last, First, Initial)			E. NAME (Last, First, Initial)	
C. NAME (Last, First, Initial)			F. NAME (Last, First, Initial)	

DESCRIBE INJURIES/CONDITION AND WHY YOU SUSPECT ABUSE/NEGLECT. INCLUDE EVIDENCE OF PRIOR ABUSE TO THIS CHILD, SIBLING OR PERPETRATOR. (PLEASE REFER TO OPPOSITE SIDE FOR ADDITIONAL INFORMATION). PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.

	COUNTY WHERE ABUSE OCCURRED	DATE OF INCIDENT
--	-----------------------------	------------------



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Appendix 7b

7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY REPORTER, COUNTY AGENCY, LAW ENFORCEMENT, SCHOOL OFFICIAL, OR OTHERS.	
<input type="checkbox"/> NOTIFICATION OF CORONER <input type="checkbox"/> X-RAYS <input type="checkbox"/> PHOTO-GRAPHS <input type="checkbox"/> HOSPITAL-IZATION <input type="checkbox"/> POLICE NOTIFIED <input type="checkbox"/> MEDICAL EXAMINATION <input type="checkbox"/> EMERGENCY CUSTODY TAKEN <input type="checkbox"/> OTHER (Specify) _____	
8. RISK FACTORS, CHILD:	
A. DESCRIBE ANY PHYSICAL, MENTAL OR BEHAVIORAL FACTORS THAT MAY PLACE THE CHILD AT RISK: <input type="checkbox"/> UNKNOWN	
B. DOES THE CHILD APPEAR TO NEED IMMEDIATE MEDICAL ATTENTION? <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES IF YES, PLEASE EXPLAIN:	
C. LEVEL OF PAIN CHILD EXHIBITS <input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE PLEASE DESCRIBE:	
D. DOES THE CHILD APPEAR TO BE FEARFUL, SUICIDAL OR WITHDRAWN? IF YES, PLEASE EXPLAIN: <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	
9. RISK FACTORS, FAMILY:	
A. DESCRIBE ANY CARETAKER/PERPETRATOR CHARACTERISTICS THAT PLACE THE CHILD AT RISK: <input type="checkbox"/> UNKNOWN	
B. DESCRIBE THE EXTENT OF PERPETRATOR(S) ACCESS TO CHILD: <input type="checkbox"/> UNKNOWN	
C. IS THERE ANY SUBSTANCE ABUSE IN THE HOUSEHOLD? <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	IF YES, PLEASE EXPLAIN:
D. DOES THE CARETAKER/PERPETRATOR HAVE A HISTORY OF VIOLENCE OR SEVERE EMOTIONAL PROBLEMS? IF YES, PLEASE EXPLAIN: <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	
E. WHAT IS THE ENVIRONMENTAL (HEALTH AND SAFETY) CONDITION OF THE HOME? <input type="checkbox"/> UNKNOWN	
F. WILL CHILD BE AT RISK DUE TO COUNTY AGENCY INVOLVEMENT? <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES IF YES, PLEASE EXPLAIN:	
G. ARE THERE WEAPONS IN THE HOME? <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	IF YES, PLEASE EXPLAIN:

INSTRUCTIONS TO MANDATED PERSONS: Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to Childline (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Within 48 hours after making the oral report, send one copy of this report to the county children and youth agency.

NOTE: If the child has been taken into custody, you must also immediately contact the county children and youth agency where the abuse occurred. Except for confidential communications made to an ordained member of the clergy, the privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report suspected abuse.

REPORTING SOURCE			
SIGNATURE		TITLE OR RELATIONSHIP TO CHILD	FACILITY OR ORGANIZATION
ADDRESS		TELEPHONE NUMBER	DATE OF REPORT