



## **Child Protection Policy**

### **East Chestnut Street Mennonite Church**

#### 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 know that Christ welcomed and blessed children and declared stern consequences for those who harm them (Matthew 18:1-7). Christ also calls us to act with love and integrity in all our relationships, and avoid the exploitation of vulnerable people or the misuse of positions of power within the church or family.

This policy stems from our awareness that abuse has been, and continues to be, a major problem in society. Statistics demonstrate that the church is not immune to this problem; in fact, churches can be especially vulnerable because they are naturally trusting and open institutions. This policy outlines our understanding of abusive behaviors and our expectations for appropriate behavior regarding the care and supervision of children and youth.

Our goal is that all who attend East Chestnut Street Mennonite Church are able to worship and engage in activities in a safe environment where abusive conduct is not tolerated and staff and volunteers are protected from false or wrongful allegations.

Policy upkeep and review: This policy will be reviewed in full every five years by the Safe Church Committee. Any changes deemed necessary, at any time, will be brought to the safe church committee and congregational board for approval and shared with the congregation.

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# Part 1: Guidelines

To provide a safe environment for children under 18 years of age at East Chestnut St. Mennonite Church, we will promote a culture of safety in which concerns can be addressed freely in a spirit of openness, accountability and interdependence. We will encourage adults to keep their relationships with children open and public. All should feel free to share their faith journey and to seek assistance from peers, parents or congregational leaders. We will also strive to:

1. Interact in healthy ways with all children and youth in our church.
  - a. Use appropriate hugs and touches that are reassuring or comforting, not uncomfortable or hurtful.
  - b. Refrain from touching in private areas and kissing of any kind.
  - c. Use warm, caring verbal comments.
  - d. Use constructive, age-appropriate discipline suited to the behavior and the child.
  - e. Do not use demeaning or blaming comments, verbal put-downs, hurtful discipline or corporal punishment.
  - f. Be aware of and sensitive to what makes a child feel uncomfortable.
  - g. Respect a child/youth's refusal of affection.
  - h. With regard to child-to-child and youth-to-youth contact:
    - We will expect respectful behavior at all times.
    - We will not tolerate unkind teasing, verbal abuse, and any form of bullying.
    - There will be no inappropriate wrestling or roughhousing.
2. Provide education about abuse and child protection guidelines to the congregation annually, including:
  - a. Information and education for everyone, including knowledge about these guidelines and what to do should there ever be a disclosure or allegation of abuse.
  - b. Age-appropriate curriculum for children, in consultation with parents.
  - c. Information and education for parents.
  - d. Information and education for all who work with children in the church.
3. Be deliberate and intentional in appointing those who work with children or youth (mentors, nursery workers, teachers, youth leaders):
  - a. All adults in the congregation are encouraged to complete the steps outlined in #4 below but those adults who volunteer or are asked to work with children/youth under 18 years of age *must* complete the steps outlined in #4 below This includes, but is not limited to: pastors, all paid ECSMC staff, Sunday School teachers, Youth & Jr. Youth leaders & teachers, mentors, nursery workers, children's church leaders, and ushers. Youth nursery workers are exempt from needing to complete the steps outlined in #4 as long as they are working with an adult who has completed these steps.
  - b. Until these clearances are obtained, mentors and youth and junior youth sponsors will act in a provisional status and engage in only group activities.
  - c. Consult other interested persons (e.g. parents, pastors, references) before finalizing volunteer appointments.
  - d. Implement a "six-month rule" so that volunteers working with children or youth have been attending this church for at least 6 months.

- e. In general, volunteers should be at least 4 years older than the children they are supervising.

4. Adults to be considered for approval to volunteer with children at ECSMC must:

- a. Be at least 20 years old,
- b. Attend ECSMC for a minimum of six months,
- c. Sign and comply with our Safe Church Covenant,
- d. Attend a congregation-authorized training session every five years.
- e. Obtain the following certifications:
  - 1) [Child Abuse History Certification Form](#) (CY-113) (fee waived for volunteers)
  - 2) [Pennsylvania State Police Request for Criminal Record Check Form](#) (SP4-164) (fee waived for volunteers)
  - 3) FBI Fingerprint Record Checks: Employees must obtain a 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 record check if they haven't previously done so for other volunteer service or employment. Currently, FBI Fingerprint Record Check information may be obtained via IDEMIA; see <https://www.identogo.com/> to locate a fingerprint processing center near East Chestnut Street Mennonite Church.
  - 4) Complete a statement to swear or affirm that they are not disqualified from service working with children {pursuant to §6344(C)}, or have "not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws" of any other jurisdiction. (See Appendix J: Disclosure Statement for Volunteers) This Statement should be completed every 5 years as part of renewal.

Note: All employee certifications, including FBI fingerprint checks, must be obtained every 5 years. Volunteers are also required to have certifications every 5 years. 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.

5. Practice a "two-person plan" in order to prevent isolation and safeguard everyone:

- a. Plan to have two approved adults present for activities which involve children and youth (Bible school, Sunday School, youth activities). When this is not possible, conduct all activities in a public place and in plain view.
- b. During Sunday morning worship, Sunday School and Bible School, arrange for one approved adult (such as head usher and S.S. coordinators) to monitor the doors, circulate continuously through the church and provide assistance as needed. (See job description, appendix b)

6. With regard to diapering and bathroom assistance, practice the following:

- a. 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. Nursery volunteers will not change diapers but rather contact the child's parents to come and change diapers when needed.
- b. *Two to Four Years Old:* An approved adult must accompany children to and from the bathroom and inform another adult when this takes place. If the child requires assistance (belts, snaps, wiping, etc.) a parent will be contacted to come and provide assistance to the child in the bathroom stall.
- c. *Elementary School Age Children:* Use a buddy system, so that if a child needs to use the bathroom or go somewhere else in the building, another classmate will accompany him/her.
- d. Only one child or youth may use a bathroom stall at a time.

## 7. Youth mentoring Program:

Youth mentors are approved adults, chosen by 12-year old youth, and approved by the Pastoral Care Team and Mentor Program Coordinator, and the youth's parent/guardian 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:

- a. Mentor and mentee will always inform parents of their activities.
- b. All mentoring with children or youth should always occur in a public place, or in the homes of mentors and/or youth.
- c. In the event of one-on-one evening meetings, be aware of time. This is to avoid any appearance of impropriety, and to discourage mentor pairs from meeting late in the evening.
- d. Mentors are not to engage children/youth in counseling that requires professional help. For example – drug or alcohol addiction, sexual assault by a dating partner, severe problems with parental relationships, sustained depression or chronic anxiety, eating disorders, suicidal tendencies, etc. The need for formal or professional counseling should be turned over to the pastoral team.

## 8. With regard to activities for children and youth, practice the following:

- a. General permission slips:  
Children/youth must have permission to participate in activities. Parents/guardians need to fill out and sign a general permission form, which includes pertinent medical information, emergency phone numbers and photo release permission. These forms will be updated every year and filed in the church office.
- b. 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).
- c. 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.
- d. Supervision before/after children's activities: parents or guardians should ensure that the adult leader (SS teacher, song leader, nursery volunteer) is present before dropping off children for their activities. (see Appendix C for more details)

## 9. Consider technology and social media concerns:

- a. Adults will copy parents/guardians on all electronic communications with any youth (9-12th grades), and keep parents/guardians apprised of ongoing texting or phone conversations.
- b. Communication will be traceable.
- c. Photos of children or youth will not be shared on personal social media platforms without permission from a parent/guardian.

10. Place windows in interior doors and install mirrors where needed.
11. Establish and maintain a standing committee of trained congregants to oversee the implementation of this policy and recommend changes as needed. The committee will ensure the policy is posted on the church website and in the building. They will review the policy every three years and recommend updates as needed.
12. Maintain appropriate insurance.
13. Care for survivors: Given the prevalence of sexual abuse, our congregation assumes there are survivors of abuse in the congregation, and commits to:
  - a. Caring for them, listening to their concerns and tending to their needs.
  - b. Allowing their voices to be heard in sensitive and confidential ways.
  - c. Engaging the services of professional counselors and facilitators, as needed.
14. Relating to known offenders: When the congregation becomes aware that a sexual offender is currently attending, or would like to attend, worship services at ECSMC, they will be welcome to attend services under these conditions: if they have fulfilled their sentences, if they are willing to meet with their victims if the victims request this, if they abide by the guidelines listed in their covenant with the congregation, and if the congregation is able to provide the needed supervision and accountability.

However, if the offender's victim(s) and/or their family members are present in the congregation, it may be necessary to provide other worship and community opportunities for the offender, in order to avoid additional trauma to the victim(s), and allow healing to occur.

The congregation will form a team of covenant partners to provide regular spiritual, emotional and practical support and accountability for the offender. Church leaders will also notify the church community when a registered sex offender begins attending the church at the time this information becomes known. They will also notify new families to the church of this information within two months of when they begin attending the church.

## **Part 2: Response Plan to suspected child abuse** **(For children under 18 years of age at ECSMC)**

*Following the report of any suspected child abuse, **we will keep the victim's needs at the center of any process.** The following steps will generally be taken:*

- I. Immediately report suspected child abuse electronically through the [Child Welfare Portal](https://www.compass.state.pa.us/cwis/public/home) (<https://www.compass.state.pa.us/cwis/public/home>) as the preferred reporting route, or alternatively call ChildLine (1-800) 932-0313) and file a paper CY-47 form (Appendix I). If a pastor is contacted first about suspected child abuse, the pastor should ensure a report is made through the [Child Welfare Portal](https://www.compass.state.pa.us/cwis/public/home). The person who has made the report then contacts a pastor or Board Chair, who then fills out the relevant part of the pastoral report form (Form A). If the alleged offender is a pastor, the first step is to file a report through the [Child Welfare Portal](https://www.compass.state.pa.us/cwis/public/home). The person who files the report then contacts the Staff Support Committee as mandated in the congregation's Plan of Organization. Staff Support Committee (SSC) immediately contacts our conference minister to initiate the Atlantic Coast Conference's response procedures.
- II. A pastor or Church Board Chair makes initial contacts, as appropriate, with the child's parents/guardians, Children and Youth, law enforcement, legal counsel and the insurance company; and fills out the rest of the pastoral report form (Appendix D).
- III. As appropriate, the pastors and church board will assist the child and their family and the accused person and their family to seek appropriate counseling and professional services from agencies trained in child abuse response. The pastors will provide a list of qualified counselors/therapists and assist with securing financial help, transportation or other assistance, as needed, to access these professionals.
- IV. The pastoral staff and Church Board oversee and monitor any discipline or accountability required. They also provide ongoing pastoral care for the congregation, trained professionals and legal counsel.

### ***These steps are described in more detail below:***

#### **I. Initial Action and Report**

When there is suspected child abuse, follow these guidelines:

1. If the child is in imminent danger or needs immediate medical attention, call 911.
2. Take the child's word seriously and keep any physical evidence.
3. Stay calm and listen carefully to the child.
4. Do not ask leading questions or probe for more details.
5. Give emotional support, reminding the child that he/she is not at fault and that he/she was right to tell you about the problem.
6. Assure the child that appropriate action will be taken, but do not tell the child that you will not tell anyone.

7. Report the information immediately through the [Child Welfare Portal](#) as the preferred reporting route, or alternatively call ChildLine (1-800) 932-0313) and file a paper CY-47 form (Appendix G) and then report to a pastor or church board chair, orally and in writing. The pastor or church board chair ensures that a report was submitted and confirmed received through the [Child Welfare Portal](#). Generally, do not discuss the incident with anyone else, unless requested by the pastor or other authorities, as to protect the minor/family's privacy.

## II. Pastoral Actions and Reports

If the alleged offender is a parent/guardian, seek advice from Children and Youth Social Service Agency before contacting the home, if the incident is reported to that agency. If the alleged offender is not a parent/guardian, notify the child's parents/guardians. Then follow these guidelines:

1. If the child is in imminent danger or needs immediate medical attention, call 911.
2. Begin filling out the pastoral report form, documenting every conversation and contact.
3. If appropriate, outline the response procedure to the child and parents/guardians.
4. If appropriate, request permission from the parents/guardians to use the child's name and written complaint for reporting, referral and insurance purposes.
5. Immediately report suspected child abuse electronically through the [Child Welfare Portal](#) as the preferred reporting route, or alternatively call ChildLine (1-800) 932-0313) and file a paper CY-47 form (Appendix G). Encourage the family to keep all documents and evidence.
6. Work to ensure the safety of the child, in consultation with Children and Youth or the police, if they are involved.
7. Assist the child with obtaining access to appropriate medical and counseling services. If there was sexual abuse, the YWCA Sexual Assault Prevention and Counseling Center [717.392.7273](tel:717.392.7273) may be an appropriate resource.
8. Cooperate with Children and Youth in any actions and/or pastoral care.
9. Consult with an attorney and insurance company.
10. Report findings and actions to the Church Board.
11. If approached by the alleged offender, follow these guidelines:
  - a. Listen, be caring, and sensitive.
  - b. Observe behaviors such as denial, blaming, minimization, justification, jealousy, hostility and quick remorse.
  - c. Ask questions such as who, where and when.
  - d. Provide no information about the child and his/her family, details of the reporting process (i.e. who reported) and who is responding to the child and his/her family.
  - e. Inform him/her that a team of people will be responding to his/her needs and the issues related to the allegations.
12. Continue to give pastoral care to all involved, as appropriate.

## III. Guidelines for Actions and Responsibilities of the Church Board:

1. Remove the alleged offender temporarily from his/her duties and any like environment during the investigation.
2. Designate a spokesperson to be responsible for handling questions from other church members and the media. No one else should speak on behalf of the church.



3. In consultation with legal counsel, provide necessary information to the congregation. Give updates as needed to minimize the spread of rumors. Keep dated copies of these statements on file in the church office.
4. Make available to the congregation trained people who can help bring healing and assist congregational members in addressing needs.
5. Make decisions about any disciplinary actions or accountability plans, and monitor their implementation.
6. Evaluate the process of dealing with such incidents.

***When the investigation is complete, the following actions will be considered, as appropriate:***

- Share information about actions taken, as needed, with the child, his/her family and the congregation. Assist the child with obtaining access to medical care, counseling, etc.
- Protect others from harm and protect the integrity of the church's ministry.
- Hold the offender responsible and accountable for the behavior.
- Require the offender to obtain education and/or counseling to correct unhealthy behavior patterns.
- Require the offender to obtain specialized counseling.
- Remove the offender from susceptible environments for a stated period of time.
- Permanently remove the offender from any susceptible environment.
- Monitor the progress and accountability of the offender.
- If all parties are present in the congregation, carefully assess the impact of having the offender continue in the congregation. In some cases, it may be necessary to provide other worship and community opportunities, in order to avoid additional trauma to the victim(s) and their family members, and allow healing to occur. The advice of survivor's advocates and other professionals experienced in working with survivors of sexual abuse will be sought in these situations.

***When the investigation is complete, the following steps will be taken:***

A. If the allegations are *unsubstantiated* by Children and Youth and law enforcement agencies, the Church Board will:

1. Share information about actions taken, as needed, with the child, his/her family and the congregation.

B. If the allegations are *unsubstantiated but a demonstration of poor judgment*, the Church Board will:

1. Hold the offender responsible and accountable for the behavior.
2. Require education and/or counseling to correct unhealthy behavior patterns.
3. Remove the offender from susceptible environments for a stated period of time.
4. Share information about actions taken, as needed, with the child, his/her family and the congregation.

C. If the allegations are *substantiated*, the Church Board will:

1. Provide for the needs of the child in medical care, counseling, etc.
2. Permanently remove the offender from any susceptible environment.
3. Require the offender to obtain specialized counseling.
4. Protect others from harm and protect the integrity of the church's ministry.
5. Monitor the progress and accountability of the offender.
6. Share information about actions taken, as needed, with the child, his/her family and the congregation.

## **Part 3: Records Management**

Applications and related forms for staff and volunteers will be locked in a confidential file under the jurisdiction of the Associate 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 Safe Church Committee.

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 personnel and volunteers 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 SCC, 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.

## **Part 4: Responsibilities of the Safe Church Committee (SCC)**

The Safe Church Committee is composed of a chairperson, a pastor, the Nurture Commission chair, children's primary Sunday School superintendent, one member of the Church Board, and the church office administrator in a staff role. This committee is responsible to implement and review this policy.

The Committee will:

1. Implement this Child Protection Policy.
2. Review and make recommendations to the church board 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. Keep the congregation apprised of all activities of the committee.
6. Be kept apprised of investigations.

Associate Pastor and Office Administrator responsibilities:

Associate Pastor:

1. Determine whether potential volunteers are eligible based on the results 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 - Review of Disqualifications for Application.)
2. Maintain certifications together with the Office Administrator.
3. Receive and process reports of suspected abuse.
4. 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 a locked file of all required certifications for staff and volunteers.
4. Maintain training attendance records.
5. Request expected paperwork and documentation from volunteers.
6. Maintain readily available information packets for interested volunteers.

The SCC Chair will be appointed by the church board for a three-year term and will: 1. Ensure that required forms are received for all volunteers and proper records are maintained. 2. Call meetings as often as needed, but no less than once each year 3. Provide consultation to the church board and pastoral team regarding child protection issues.

## **Part 5: 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 East Chestnut Street 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.

**\*Please see the Statement of Compliance on the following page \***

## Statement of Compliance for Outside Organizations Using East Chestnut Street Mennonite Church Facilities

East Chestnut Street Mennonite Church (ECSMC) 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 Review.

**The following questions must be answered in order to obtain consent for using church facilities:**

Will your organization be providing child care during this event?

☐ Yes, we plan to have childcare provided.

☐ No, parents will be responsible for attending to their children while on the premises.

**If Yes**, have you received a copy of the most recent ECSMC Child Protection Policy? ☐ Yes ☐ No

Does your organization have a policy and procedures for practicing safe programming? ☐ Yes ☐ No

**If Yes**, your organization must provide a copy to ECSMC for review.

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

If you do not have a policy, and your organization plans to provide childcare during the event, your organization is required to abide by the ECSMC Child Protection Policy as would reasonably apply to your organization.

**If this is the case, briefly describe how you will implement this policy and procedures with your program:**

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- I have received and read the ECSMC Child Protection 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 ECSMC Child Protection Policy.
- I have submitted the policy and procedures developed by my organization, and agree to observe and abide by the tenets within the provided 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 ECSMC harmless from and against any and all claims arising out of my organizations use of the facilities.

**Name of Organization:** \_\_\_\_\_

**Signature/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Church Office Use Only:**

The Organization's own policy has been reviewed and accepted: \_\_\_\_Yes \_\_\_\_ No

Comments: \_\_\_\_\_

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendices

### Appendix A: Staff and Volunteer Safe Church Covenant

At East Chestnut Street Mennonite Church, we are committed to providing a safe and loving atmosphere for children and youth, as well as the adults who work with them, as they worship, study, play and grow in Christian faith. We want to promote a culture of safety, and address any concerns in a spirit of openness, accountability and interdependence.

This means we will always strive to keep our relationships with children open and public, and interact in healthy ways with all children and youth in our church.

As a staff-person or volunteer, I therefore commit myself to the following:

- I will respect a child/youth's personal feelings by asking if they would welcome a hug or not. When this is welcomed, we will use hugs and touches that are reassuring and not uncomfortable.
- I will avoid total body-to-body hugs, touching in private areas or a kiss on the lips.
- I will use warm, caring verbal comments.
- I will use constructive, age-appropriate discipline suited to the behavior and the child.
- I will not use demeaning or blaming comments, verbal put-downs, hurtful discipline or corporal punishment.
- I will be alert to and responsive to cues given by the child.
- I will be respectful in my use of photography and ask permission before using photographs in a public way.

In addition:

- I have attended ECSMC for at least six months.
- I have read and understand our Safe Church Policy.
- I have participated in a Safe Church training within the past five years.
- I have completed the required background checks within the past five years.
- I understand my obligation to immediately report suspected child abuse by either making an online report via the Child Welfare Portal <https://www.compass.state.pa.us/cwis/public/home> and receiving confirmation my report was received, or by calling ChildLine at 1-800-932-0313, and then, within 48 hours, filing the CY-47 report.
- I will notify the relevant leader in the congregation, and provide the necessary information.

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Name

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Signature

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Date

## Appendix B: Floater Job Description and Head Usher Responsibilities

### "FLOATER" JOB DESCRIPTION

*To provide a safe environment for children under 18 years of age at ECSMC  
The Head Usher fulfills this role as part of their responsibilities each Sunday during Second Hour  
(see Head Usher responsibilities below)*

#### **What to do:**

1. Monitor the outside doors at all times, in order to greet and/or assist anyone who enters.
2. Circulate through the church building continuously and look in all rooms, either through a window or by opening the door slightly to see the room in its entirety. In rooms that are dark and not in use, turn on the lights and look in the room. Look in all bathrooms.
3. Be a resource to anyone who needs assistance.

#### **What to observe:**

Usual and appropriate behaviors and expressions, such as:



1. Appropriate hugs—greeting, reassuring, comforting hugs
2. Respect for a child's refusal for affection
3. Warm, caring and understanding verbal comments
4. Children using a "buddy system" when they use the bathroom or move through the building
5. Children moving about in groups
6. Constructive discipline (age-appropriate and according to behavior of child)

Inappropriate behaviors and expressions, such as:

1. Checking a child under clothes without another adult present
2. Longer than appropriate hugs listed above
3. Child seemingly uncomfortable with an adult's touch
4. Demeaning comments, verbal put-downs, and blame statements
5. Meeting in isolated places for a "secret" meeting
6. Counseling of one-adult-to-one-child in an isolated area or room with no windows.
7. Child or stranger roaming about the building alone
8. Corporal punishment (spanking, snapping, pinching)

**It is important that any suspicious and/or inappropriate behavior be reported to the pastor, and that procedures be followed as outlined on the forms.**

#### HEAD USHER RESPONSIBILITIES

1. Ensure there are bulletins in the rack inside the back door
2. Lock the back door at 9:15 am. Ensure it remains locked during the service and SS hour. Unlock at the end of SS.
3. Check to see that the door to the building next door is locked during the service.
4. Count the people and place the number in Shannon's mailbox.
5. Monitor the basement **during the service and SS hour**. The goal is to ensure someone is available to address any unusual activity. Keep the Head Usher tag on until after the SS hour.
6. Position yourself in one of the back rooms during the service. Check the front door anytime it is opened after the service begins.
7. Periodically check the basement during the service.
8. Set up chairs in both back rooms for the SS hour, unless notified otherwise.
9. To start SS, ring the first bell at 10:40 and the second one at 10:45. To close the SS time, ring the first bell at 11:25 and the second one at 11:30. DO NOT EXTEND. There are two separate bells to ring.
10. At 10:50, lock the door to the building next door and ensure it remains locked during SS. Unlock after you ring the second bell to close SS.
11. Monitor the basement and classrooms in the basement and the building next door during SS. There are three classrooms upstairs next door. No need to enter the classrooms. Simply observe through the windows. This is in keeping with the Child Protection Policy.

12. If you need to switch a Sunday, be sure it is with another Head Usher.
13. Follow the Fire Alarm Guidelines for Ushers in case of a fire alarm. A copy will be placed in your mailbox and one maintained in the Usher mailbox.

## Appendix C: Sunday School Drop-off/Pick-up Guidelines for parents and guardians

**Music Time:** Beginning the first Sunday after Labor Day, Music Time is (around) 10:30 (at the dismissal of the worship service) -- a little before 10:45 in Room C-4 for children Ages 4 through Grade 5.

- If your child(ren) prefers not to participate in this music time, we ask that you stay with and supervise your children until the music group dismisses.
- **Children's Church** is the **1st Sunday of every month**; children will go right to Sunday School afterwards. Music Time is not held on Children's Church Sundays.
- **Children ages 2 and 3** may go immediately to their classroom (C-2) after the service ends each Sunday. The teachers for ages 2-3 are prepared for this.

**Nursery** is available in the nursery during the worship service and at the end of the worship service. Parents are asked to drop their children off, and receive a beeper in case nursery volunteers require parental assistance.

**Dismissal is at 11:30:** Please be prompt, since teachers plan for SS to end at 11:30 and we want to be respectful of their time.

- Children in the **2-3 Year Old** class and the **PreK/Grade K** class will be kept in the classroom until a parent comes to pick them up.
- **Grades 1-2** can/will be dismissed into the basement if a parent is visible.
- **Grades 3-12** can be dismissed to find parents. (Please be easy to find!)

## **Appendix D: Annual Health/Photo/Transportation Release Form**



**East Chestnut Street Mennonite Church**

**HEALTH RELEASE FORM**

**September 20\_\_ to September 20\_\_**

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OTHER ALLERGIES: \_\_\_\_\_

*By signing this release form, I hereby grant permission to East Chestnut Street Mennonite Church Staff/Volunteers to secure emergency medical treatment for my child, and permission to attending physician, medical facility and staff in the event of illness or injury to my child and release its staff and volunteers from responsibility in cast of accident, illness, or injury. This form also serves as permission for my son / daughter to participate in September 2023 – September 2024 church activities.*

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

INSURANCE CO. NAME \_\_\_\_\_

POLICY#

\*\*\*List additional pertinent medical information below.

---

*I hereby grant permission to East Chestnut Street Mennonite Church to photograph or video my child, solely for the purpose of church publications which include but are not limited to:*

- *ECSMC Website*
- *Presentation during ECSMC Worship Services/Events*
- *ECSMC Publications (such as bulletins, electronic announcements, and facebook posts)*

*East Chestnut Street Mennonite Church will never publish a child's full name or any personal*

information when publishing photographs.

CHILD'S FULL NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Transportation Release Form:

This form is to be completely filled out and signed by parent or legal guardian before any child or youth under the age of 18 may be transported by church staff or volunteers for any church event. Permission will remain active for the youth calendar year. If a child is dropped off for an event requiring transportation, that is considered permission for that particular event.

Please list the name of your child who has permission to be transported by church staff and volunteers for church events. Please note that the church van, rental vehicles, and personal vehicles all may be used for the transportation of groups.

CHILD'S FULL NAME

DATE OF BIRTH

\_\_\_\_\_

\_\_\_\_\_

*I hereby give my permission for the child/youth listed above to ride the van or other vehicles used for church functions. I understand that my children will be under adult supervision. I further understand that in signing this form, I release East Chestnut Street Mennonite Church, its staff and volunteers from liability from any liability, past or future, fully and completely in the event of a vehicular accident. I authorize the staff or designated medical professionals and/or volunteers to administer emergency medical assistance if I cannot be reached.*

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix E: Special Event permission form

### Parent/Guardian Permission for Special Event/Activity

Dear Parent/Guardian:

Your child is encouraged to participate in (event) \_\_\_\_\_. This activity will take place under the guidance and supervision of two Approved Adults from East Chestnut Street Mennonite Church (ECSMC).

Name of event: \_\_\_\_\_ Destination: \_\_\_\_\_  
 Departure from ECSMC (date) \_\_\_\_\_ (time) \_\_\_\_\_  
 Return ECSMC: (date) \_\_\_\_\_ (time) \_\_\_\_\_  
 Method of Transportation (if applicable): \_\_\_\_\_

Designated approved adult supervisors:

1. (name) \_\_\_\_\_ cell # \_\_\_\_\_
2. (name) \_\_\_\_\_ cell # \_\_\_\_\_

(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 ECSMC 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

## Appendix F: Policy relating to known offenders

When the congregation becomes aware that a sexual offender is currently attending, or would like to attend, worship services at ECSMC, they will be welcome to attend services under these conditions: if they have fulfilled their sentences, if they are willing to meet with their victims if the victims request

this, if they abide by the guidelines listed below, and if the congregation is able to provide the needed supervision and accountability. However, if the offender's victim(s) and/or their family members are present in the congregation, it may be necessary to provide other worship and community opportunities for the offender, in order to avoid additional trauma to the victim(s), and allow healing to occur.

**Minimum guidelines under which a known sexual offender may attend services:**

1. **Offenders are expected to comply fully** with all restrictions and requirements placed upon them as a result of any legal actions, and provide the designated pastor with copies of any judgments, conditions of parole, or other documents in which restrictions or requirements as a result of convictions or judgments are stated.
2. **Offenders are expected to continue participating in a professional counseling or group program**, specifically addressing their abusive behaviors, for the entire time they participate in this church community.
3. **Offenders will not be eligible for any leadership** or representational position within or on behalf of this church. Known sexual offenders can never become Approved Adults.
4. **The Safe Church committee will assign supervisors to any offender participating in the life of the congregation.** They will be adults who are not related to the offender. They will receive training that will include information on sexual offender dynamics, the long-term impact of sexual abuse on victims, and any specific conditions related to the participation under the specific covenant established.
5. **The Safe Church committee will identify a small group of "covenant partners" for offenders.** This small group will provide spiritual, emotional and practical support and will meet with the offender on a regular basis. The supervisors and "covenant partners" will not be the same individuals.
6. **The offender may generally participate in worship in the sanctuary and attend adult Sunday school classes.** However, the Safe Church committee may identify times when it would not be appropriate for the offender to attend congregational events. Any other activities the offender is permitted to participate in will be detailed in the covenant.
7. **A supervisor must accompany the offender at all times when on church property.**
8. **At no time should the offender deliberately place him or herself in or remain in any location in or around the church facilities which would cause undue distress to others.**
9. **At least twice each calendar year and as otherwise requested, the offender shall meet with and report to the designated pastor regarding status of adherence to these guidelines.**
10. **If the offender should decide to relocate membership (or regularly attend) another congregation,** the designated pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

## **Appendix G: Template for covenant with known offender**

**\*\*\* Only to be signed if all of the guidelines in "Policy relating to known offenders" can be met \*\*\***



**and sustained.**

Covenant between East Chestnut St. Mennonite Church and \_\_\_\_\_

This covenant affirms that \_\_\_\_\_ is a beloved child of God. We also affirm that God loves and wants to protect all those who are vulnerable due to their age, ability, or need for special care and attention.

Because of your history and the reality that you have committed serious offense(s) against a child (or other vulnerable person), we make this agreement with you regarding your attendance at East Chestnut Street Mennonite Church.

Generally, this agreement assumes you may participate in worship services in the sanctuary and attend adult Sunday school classes, as long as you fulfill the following expectations:

1. You will comply fully with all restrictions and requirements placed upon you by the legal system, including all conditions of parole.
2. Whenever you are on church property or at a church event, you will remain in the company of an assigned buddy or supervisor.
3. You will respect any decisions by the pastors and the Safe Church Committee about times or settings when it would not be appropriate for you to attend congregational events.
4. You will not deliberately place yourself in or remain in any location in or around the church facilities which would cause distress to others.
5. You will meet regularly with a group of "covenant partners" from the congregation, for ongoing spiritual, emotional and practical support.
6. You will continue to participate in a professional counseling or group program which specifically addresses your abusive behaviors, for the entire time in which you participate in this church community.
7. You will not be eligible for any leadership or representational position within or on behalf of this congregation, and can never become an Approved Adult.
8. You will meet with the designated pastor at least twice each calendar year regarding the status of adherence to these commitments.

We agree to these expectations and commitments.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designated Pastor, ECSMC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

## Appendix H: Pastoral Report of Suspected Child Abuse

### East Chestnut Street Mennonite Church

1. Name and title (e.g. SS teacher, church member, paid staff) of person observing or receiving disclosure of possible child abuse:

---

2. Child's name: \_\_\_\_\_

Child's age/ date of birth: \_\_\_\_\_

3. Name of person accused of abuse of child:

---

Relationship to child (e.g. church staff, church volunteer, family member, other):

---

4. Reported to Pastoral Staff

Date/time of report \_\_\_\_\_

Summary: \_\_\_\_\_

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5. Date/place of initial conversation with or report from child (to be filled out by the reporting individual):

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6. Child's report: (if appropriate, ask the reporting individual to write out this account)

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7. Call to child's Parent/Guardian (if appropriate):

Date/Time of call: \_\_\_\_\_

Summary: \_\_\_\_\_

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8. Initial conversation with child and parent/guardian:

Date/place of  
conversation \_\_\_\_\_

Child's statement (if appropriate, give detailed summary):

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9. Call to legal counsel:

Date/Time of call: \_\_\_\_\_

Name and title of person \_\_\_\_\_

Recommendations made by agency worker:

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Summary: \_\_\_\_\_

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10. Call to insurance company:

Date/Time of call: \_\_\_\_\_

Name and title of person contacted: \_\_\_\_\_

Recommendations made by agency worker: \_\_\_\_\_

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Summary: \_\_\_\_\_

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11. Other contacts:

Name: \_\_\_\_\_

Date/Time of contact: \_\_\_\_\_

Reason for contact: \_\_\_\_\_

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Summary: \_\_\_\_\_

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12. Name and title of person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## Appendix I: Pennsylvania's Child Protective Services Law (CPSL) definition of child abuse

**Child abuse** - The term "child abuse" shall mean intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
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. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - (iii) Forcefully shaking a child under one year of age.
  - (iv) Forcefully slapping or otherwise striking a child under one year of age.
  - (v) Interfering with the breathing of a child.
  - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
  - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
    - (a) 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.
    - (b) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
    - (c) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
    - (d) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.58 (relating to assessments) or has to register for life under 42 Pa.C.S. § 9799.55(b) (relating to registration).

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

10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

## **Appendix J: Disclosure Statement for Volunteers**

Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

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

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

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or 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: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix K: Disclosure statement for employees**

Required by the Pennsylvania Child Protective Service Law

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

I swear/affirm that, if being hired on a provisional basis, I have applied for the Pennsylvania Child Abuse History Clearance, the Pennsylvania State Police Criminal History Clearance and the Federal Bureau of Investigations (FBI) Criminal History Clearance and provided a copy of the appropriate completed request forms to the employer, administrator, supervisor or other person responsible for employment decisions and I submitted the results of the Pennsylvania Child Abuse History Clearance AND either the Pennsylvania State Police Criminal History Clearance OR the FBI Criminal History Clearance to the employer, administrator, supervisor or other person responsible for employment decisions.

I understand that I may be hired on a provisional basis for a single period not to exceed a total of 45 days but am not permitted to work alone with children and must work in the immediate vicinity of a permanent employee during the provisional period.

I swear/affirm that I have not been named in the Statewide database as a perpetrator of a founded report of child abuse committed within the past five (5) years.

I swear/affirm that I have not been convicted of an offense similar in nature to any of the following offenses under Title 18 (relating to crimes and offenses) 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)

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

I swear/affirm that I have not been convicted of a felony offense under Act 64 of April 14, 1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five (5) years.

I swear/affirm that, if providing certifications that were obtained within the past five (5) years or if being hired on a provisional basis, I have not been convicted of an offense similar in nature to a crime listed 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 this Commonwealth.

I understand that I must immediately be dismissed from employment if I am named in the Statewide database 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 on the previous page.

I understand that, if I am arrested for or convicted of an offense listed on the previous page or am named as a perpetrator in a founded or indicated report of child abuse, I must provide the administrator or designee with written notice not later than 72 hours after my arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database. I understand that, if I willfully fail to disclose this information, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination from or denial of employment.

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 of an offense listed on the previous page or was named as a perpetrator in a founded or indicated report of child abuse, or I have provided written notice of a new arrest, conviction, or notification of substantiated child abuse as described above, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications and the cost of certifications shall be borne by the employing entity or program, activity or service.

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

I understand that nothing in the Child Protective Services Law (23 Pa.C.S. Chapter 63) shall be interpreted to otherwise interfere with the ability of the employer or other person responsible for a program, activity or service from making employment, discipline or termination decisions or from establishing additional standards as part of the hiring process for employees.

I understand that the employer, administrator, supervisor or other person responsible for employment decisions 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 18 Pa.C.S. § 4903 (relating to crimes and offenses).

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the employee is a minor:**

Parent or Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix L: Form CY-47: (only to be used if an oral report to ChildLine is made vs. the preferred method of filing an online report through the [Child Welfare Portal](#).)

## REPORT OF SUSPECTED CHILD ABUSE

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

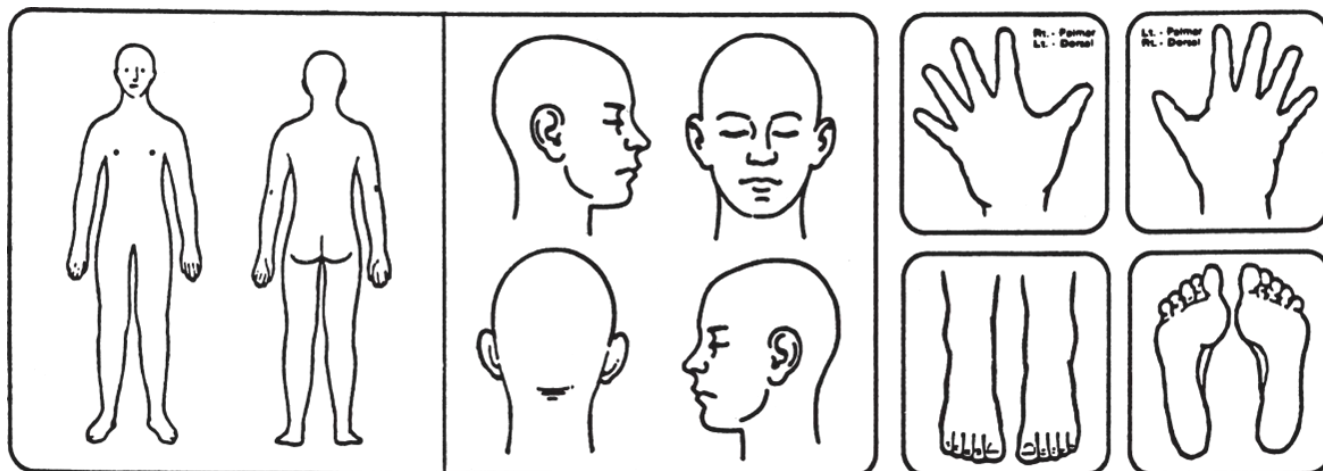
**PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE**

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX M 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 M F
ADDRESS (City, State & ZIP Code)		COUNTY	TELEPHONE NO.	
5. ALLEGED PERPETRATOR (Last, First, Initial)	SSN	BIRTHDATE	RELATIONSHIP TO CHILD	SEX M F
ADDRESS (City, State & ZIP Code)		COUNTY	TELEPHONE NO.	

NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS

<b>6. FAMILY HOUSEHOLD COMPOSITION</b>  (Excluding Above Names)  <b>NAME</b> (Last, First, Initial)	<b>RELATIONSHIP TO CHILD</b>	<b>NAME (Last, First, Initial)</b>	<b>RELATIONSHIP TO CHILD</b>
A.		D.	
B.		E.	
C.		F.	

ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED	COUNTY
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.	DATE OF INCIDENT

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

NOTIFICATION OF CORONER OR MEDICAL EXAMINER

X-RAYS

PHOTOGRAPHS

HOSPITALIZATION POLICE NOTIFIED

MEDICAL TEST(S)

TAKEN INTO PROTECTIVE CUSTODY

OTHER (Specify)

**8. SAFETY CONCERNS AND RISK FACTORS:**

A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE INFORMATION UNKNOWN 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.

B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND INFORMATION UNKNOWN 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?

C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT INFORMATION UNKNOWN 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).

D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE INFORMATION UNKNOWN OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE

HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED?

E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY INFORMATION UNKNOWN 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.

#### 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:

## Appendix M: Disqualifiers for Working with Children

The Child Protective Services Law disqualifies certain individuals from working with children. East Chestnut Street Mennonite Church will similarly disqualify any staff or volunteer from working with children if that individual would be disqualified under the Law, which reads as follows:

§ 6344 (c) Grounds for denying employment or participation in program, activity or service.

1. In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.
2. In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
  - 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 (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 paragraph.

3. In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant 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 under this section.

(c.1) Dismissal.--If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.