



Administration of Safeguarding God's children within the Parish:

Anyone who administers *The Diocesan Policies for the Protection of Children and Youth from Abuse* must have received the *Safeguarding God's Children* training and have the results of completed background checks in their personnel file.

It is essential that the administrator of these policies including on line coordinators of Safeguarding God's Children and People, have a current copy of the policies on hand and be extensively familiar with the policies and procedures in order to make appropriate decisions about their application to others in the local ministry setting.

On Line information should be available to every parishioner to complete the on line Safeguarding God's Children and Safe Guarding God's People Training The Rev. Brenda Taylor is responsible for administering the passwords and supporting the coordinators bmtaylor@att.net

Congregational incident report process and procedure needs to be visible for each parishioner to be able to have access to incident reporting, mandatory reporting process and role and responsibility of clergy and Senior Warden and Diocese. For more information check out safeguarding www.diocesecpa.org.

Personnel Files & Record Keeping

Each paid staff person, volunteer staff person of any church, school or diocesan entity, and volunteers who work with children or youth must have a personnel file.

These files are to be kept in locked cabinets in the church, school, or entity office under the control of the Head of the Congregation, Head of School or diocesan entity. The contents of each file must include:

- + Background check information; Criminal record check and Child abuse history clearance release and result (nationwide criminal, if an employee that includes fingerprinting), if a volunteer who has not lived in Pennsylvania for 10 years it also includes fingerprinting, and where indicated (sex offender record)
- + Notes from applicant's personal interview
- + Written results of Reference calls
- + Copy of *Safeguarding God's Children and Safe Guarding God's People* training certificate Initialed and signed Code of Conduct wherein they agree to abide by the *Policies for the Protection of Children and Youth from Abuse*

Background Checks

Background checks should cover the applicant's history for at least ten (10) years. They must be re-run every five (3) years at the time a person takes *Safeguarding* recertification training.

Who Gets Background Checks:

All paid personnel; volunteer staff; volunteers who work with children and youth:

The minimum background check requirement is:

- PA child abuse history clearance and PA state Police response for criminal record check
- If the individual will transport children in a vehicle, a driving record check must be ordered
- Paid personnel now need fingerprinting along with the PA criminal record check and the child abuse check.

Time Frame for Completion of Required Items

Before beginning ministry with children or youth, volunteer or employed personnel must have completed the application process, including reference checks, and they must have received a copy of *the Policies and Procedural Manual for the Diocese of Central Pennsylvania* and needs to understand the policy and procedural protocol for the congregation. All congregations have until July 2015 to complete fingerprinting for employees

It is desirable that *Safeguarding God's Children* training and a background check be completed before the individual begins their ministry or employment. If this is not possible, both of these things must be completed within thirty (30) days of hire or start date. In the interim, anyone lacking training or a completed background check must be supervised at all times by a fully trained and background checked worker.

Use of On Line-Safeguarding God's Children and People is now available. Please contact Deacon Brenda Taylor for more information bmtaylor@att.net for password....

Responding to Problems

Reporting of Inappropriate Behavior or Policy Violations with Children or Youth

When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the *Guidelines for Appropriate Affection with Children and Youth*, or which may violate any provision of *The Diocesan Policies for Protection of Children and Youth from Abuse*, they must immediately report their observations as instructed below.

Examples of inappropriate behaviors or policy violations would include:

- seeking private time with children or youth
- taking children or youth on overnight trips without other adults
- swearing or making suggestive comments to children or youth
- or selecting staff or volunteers without the required screening and *Safeguarding God's Children* training.

Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported immediately in one of the following ways:

1. Immediately report to CHILD LINE
2. A telephone call or meeting with the head of congregation, head of school or executive director of the diocesan institution. Notification may also be made to the Canon to the Ordinary in the Bishop's office.
3. The Rector or Sr. Warden then initiates A telephone call or meeting with the Canon to the Ordinary or the Bishop if the complaint is against the head of congregation, head of school or executive director of the diocesan institution.
3. A *Notice of Concern* signed or unsigned, sent to the Canon to the Ordinary or Bishop. (See end pages for *Notice of Concern* form).
 - Any person receiving a report of inappropriate behavior or possible violation of these policies shall immediately inform the Bishop's office.
 - All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

Reports are sent to:

Canon Bill Graffius, Canon to the Ordinary,
Diocese of Central PA
Post Office Box 11937
Harrisburg PA, 17108
717-236-5959

Reporting of Suspected Abuse of Children or Youth

All Church Personnel are required by this policy and by the laws of the State of Pennsylvania to report known or suspected abuse of children or youth to the police or to Child Protective Services.

A copy of this statute is found in the **Safe Church Ministry Policies: Diocesan Policies for the Protection of Children and Youth from Abuse.**

Reports to **ChildLine** are to be made in the following way:

1-800-9320313

- Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, “in good faith” means that the person submitting the report believes what he or she is reporting to be true.
- Abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the head of congregation or school, who will immediately report it to the Bishop, so that immediate and proper steps may be taken.

- Reports of suspected or known abuse that involve Church Personnel must also be reported to the Diocese of Central Pennsylvania in one of the following ways:
 1. Call CHILD LINE
 2. A telephone call or meeting with the head of congregation, head of school or executive director of the diocesan institution. Notification also is then made to the Canon to the Ordinary in the Bishop’s office or to the Canon for Children and Youth Ministry.
 2. A telephone call or meeting with the Canon to the Ordinary in the Bishop’s office if the complaint is against the head of congregation, head of school or executive director of a diocesan institution.
 3. A *Notice of Concern*, signed or unsigned, to the Canon to the Ordinary;

Confidential Notice of Concern

Who is the complaint about? _____

Position _____

Date of Notice _____

Congregation/school/ institution: _____
City _____

Nature of Concern: _____

Inappropriate behavior with a child or youth (please describe the behavior)

Policy violation with a child or youth: ___ Yes ___ No

Reason to believe abuse occurred/is occurring: ___ Yes ___ No

Other _____

Describe the situation:

What happened?

Where did it happen?

Who else was present? _____

Has it ever happened before? _____

Was it reported to the authorities? ___ Yes ___ No

If reported, to whom: _____

What action was taken? _____

Follow-up:

Does anyone else need to be notified? _____

Would you like someone to call you to discuss the situation? ____ Yes ____ No

(If yes, be sure to give contact information below.)

Optional Information:

Name _____ Telephone _____

Address: _____

Signature: _____ Date _____

Once completed, please mail to

Canon Bill Graffius, Canon to the Ordinary

Diocese of Central PA

Post Office Box, 11937

Harrisburg PA 17108

717-236-5959