

# **Policies for the Protection of Children and Youth from Abuse**



**Episcopal Diocese of Pittsburgh**

**May 2016**

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**A. Introduction**

Jesus welcomed children and blessed them. He held up their humility and openness as a model for all who want to enter life in God's kingdom. In the Baptismal Covenant, we promise to seek and serve Christ in all persons and to respect the dignity of every human being. As Christians, we are called to care for and protect children, and to create a community where all are safe.

Relationships among people are at the foundation of Christian community, and are central to the life of the church. All who minister in the Episcopal Diocese of Pittsburgh, lay and ordained, volunteer and paid, are entrusted with the care of God's people, and are responsible for preserving that trust.

Abuse of children and youth in congregations, institutions, agencies, or programs of the diocese is wrong and will not be tolerated.

Any individual with a civil or criminal record of child sexual or physical abuse or who has admitted prior abuse or anyone known to have a paraphiliac diagnosis (including pedophilia, exhibitionism, voyeurism) is prohibited from interaction with children and youth.

A child is defined as anyone under the age of 12 years. A youth is defined as anyone at least 12 years old but not yet 18 years old, or an individual older than 18 who is still in high school.

These policies are also understood to apply to persons with special needs, including those over the age of 18, whose physical or intellectual limitations affect their ability to engage as typical adults in the life of the church.

The Appendices contain sample forms. The word sample is emphasized because it is important that personnel policies and/or forms be carefully considered, developed and revised to fit the needs of each individual parish and organization. These sample forms are provided strictly as a convenient reference and starting point to help Episcopal Diocese of Pittsburgh's parishes and organizations in the development of policies and/or forms on the covered subjects, as desired.

## **B. Code of Conduct**

All Church Personnel are asked to consider carefully these *Policies for Protection of Children and Youth from Abuse* and this *Code of Conduct* and to agree to adhere to the statements and policies.

- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
- Church Personnel agree not to physically, sexually or emotionally abuse or neglect a child or youth.
- Church Personnel agree to comply with the policies for general conduct with children and youth as defined in these *Policies for the Protection of Children and Youth from Abuse*.
- All Church Personnel agree to comply with the *Guidelines for Appropriate Affection* with children and youth as included in these Policies.
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Church Personnel agree to immediately report their observations.
- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to state authorities and appropriate church leaders in accordance with these policies.
- Church Personnel understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

## **C. Church Personnel**

For the purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

1. All clergy, whether stipendiary, non-stipendiary, or otherwise, who are engaged in ministry or service to the church.
2. All paid personnel, whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies.
3. Those who contract their services to the diocese, its congregations, schools or other agencies.
4. Volunteers, including any person who enters into or offers him or herself for a church-related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so.

## **D. Church Personnel who work with or around Children and Youth**

For the purposes of this policy, the following are Church Personnel, as defined above, who work with or around children and youth, and to whom these policies apply.

1. All clergy, whether stipendiary, non-stipendiary, or otherwise, who are engaged in ministry or service to the church.
2. All persons who supervise, or assist with supervising, children or youth in ministries, programs or activities.
3. All persons who provide transportation to children or youth without other adults in the vehicle.
4. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who have keys giving them access to the buildings on the grounds and the possibility of being alone with another person.
5. Any paid or volunteer Church Personnel whose living quarters are on the grounds of the church, school or other related agency.
6. All vestry members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples of Church Personnel who work with or around children and youth include, but are not limited to:

- Children's or youth choir directors
- Organists who work with children or youth
- Lay youth ministers
- Volunteer youth directors
- All Church Personnel who work or assist in the nursery
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth
- Church school teachers

## **E. Screening and Selection**

1. Any and all Church Personnel who work with or around children or youth must be screened and selected utilizing the following:
  - a. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks and signed consent to the *Code of Conduct*. (See Appendix A for a sample application.)
  - b. PA State Police Criminal History Record check, as required by Pennsylvania state law.
  - c. PA Child Abuse History check, as required by Pennsylvania state law.

- d. FBI Criminal History Background Check for all employees, and for volunteers who have not been residents of Pennsylvania for the prior ten years, as required by PA state law. *(See Appendix B for details on obtaining required clearances.)*
  - e. Individual interview with the applicant.
  - f. At least one reference check of a person outside the congregation who knows the applicant, preferably who knows how the applicant works with children. *(See Appendix C for sample reference check questions.)*
  - g. Driving or motor vehicles record check if the person may be transporting children or youth, along with proof of current driver's license and insurance.
2. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.
  3. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.
  4. Criminal records checks and sexual offender registry checks will be conducted every five (5) years, as required by Pennsylvania state law.
  5. To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.
  6. Church Personnel who transfer within the Diocese of Pittsburgh and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process outlined above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.
  7. Community organizations who use church facilities for work with children or youth on a regular basis must document appropriate clearances for participating employees and volunteers.

## **F. Education and Training Requirements**

1. The Diocese of Pittsburgh uses the *Safeguarding God's Children* program as provided by the Church Pension Group. All Church Personnel who work with or around children and youth are required to complete the training modules which apply to their work. Refresher training is required every three (3) years. (*See Appendix D for information about accessing the training.*)
2. All vestry members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for children or youth should complete the *Safeguarding God's Children* training on keeping the church safe.
3. Community organizations who use church facilities for work with children on a regular basis must document appropriate training for participating employees and volunteers.

## **G. Monitoring and Supervision of Programs**

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines or standards for the programs and activities for children and youth.

Another aspect of monitoring and supervision is that supervisory personnel and others monitor and supervise the behavior of adults, youth, and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped.

The structural guidelines and standards are covered in both this *Monitoring and Supervision of Programs* section and in the section on *General Conduct for the Protection of Children and Youth*. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on *General Conduct for the Protection of Children and Youth* and in the *Guidelines for Appropriate Affection*.

1. Every program for children and youth is encouraged to have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises. For example: two adults for every five children under the age of six
2. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating, male and female adults must be present.

3. Church Personnel should avoid being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
4. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities. Youth under age 18 must have parental permission to serve as volunteers.
5. An up-to-date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.
6. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. Plans for new activities should be submitted in writing to the rector, who will consider whether the plan includes adequate adult supervision.
7. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
8. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.

## **H. General Conduct for the Protection of Children and Youth**

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.

1. All Church Personnel who work with children or youth must agree to comply with the *Guidelines for Appropriate Affection*.
2. No person will be allowed to volunteer to work regularly (more than four contacts per year) with children or youth until the person has been known to the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.



4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth. Smoking or use of tobacco is prohibited in the presence of children or youth.
5. Drivers transporting children and youth should be age 21 or older. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church-sponsored activity.
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
12. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
13. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge. Separate

sleeping areas for each gender will be designated.

14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

## **I. Guidelines for Appropriate Affection**

The Diocese of Pittsburgh is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some **Positive** and **Appropriate** forms of affection are listed below:
  - Brief hugs
  - Pats on the shoulder or back
  - Handshakes
  - "High-fives" and hand slapping
  - Verbal praise
  - Touching hands, faces, shoulders and arms of children or youth
  - Arms around shoulders

- Holding hands while walking with small children
  - Sitting beside small children
  - Kneeling or bending down for hugs with small children
  - Holding hands during prayer
  - Pats on the head when culturally appropriate (For example, this gesture should typically be avoided in some Asian communities)
2. The following forms of affection are considered **Inappropriate** with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse:
- Inappropriate or lengthy embraces
  - Kisses on the mouth
  - Holding children over three years old on the lap
  - Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers
  - Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms
  - Occupying a bed with a child or youth
  - Touching knees or legs of children or youth
  - Wrestling with children or youth
  - Tickling children or youth
  - Piggyback rides
  - Any type of massage given by a child or youth to an adult
  - Any type of massage given by an adult to a child or youth
  - Any form of unwanted affection
  - Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
  - Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing
  - Giving gifts or money to individual children or youth
  - Private meals with individual children or youth

## **J. Types of Abuse**

1. Behaviors and interactions which open the way for child abuse are called grooming. Examples include offering alcohol or drugs to children or youth, encouraging the keeping of secrets, holding older children on the lap, and transporting children or youth alone.
2. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.
3. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.
4. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.
5. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological functioning.
6. Neglect is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.
7. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

## **K. Reporting Inappropriate Behaviors or Policy Violations**

When Church Personnel observe any inappropriate behaviors by other Church Personnel, behaviors that are inconsistent with the *Guidelines for Appropriate Affection*, or which may violate any provision of these *Policies for the Protection of Children and Youth from Abuse*, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be 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 or using staff or volunteers without the required screening.

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

1. A telephone call or meeting with the immediate supervisor of the person,
2. A telephone call or meeting with the rector, if the person is not the rector;
3. A telephone call or meeting with a church warden if the person is the rector;
4. A telephone call, meeting with, or fax to the bishop;
5. Submit a *Notice of Concern*, signed or unsigned, to the bishop. (*See Appendix E for a sample Notice of Concern.*)

All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

## **L. Reporting Suspected Abuse of Children or Youth**

1. All Church Personnel who work with or around children and youth are mandated reporters and are required by this policy and by Pennsylvania law to report known or suspected abuse of children or youth to the appropriate state authorities. (*See Appendix F for information on how to report abuse.*)
2. Failure to report suspected abuse of children or youth may be 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.
3. 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 rector of the parish or to the appropriate authority in an agency, institution, or school so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Church Personnel should be reported to the Episcopal Diocese of Pittsburgh in the following ways:
  - a. A telephone call, meeting with, or fax to the bishop;
  - b. A telephone call or meeting with the rector, if the rector is not the person being complained about. The rector should then report the information to the bishop.
  - c. Submit a *Notice of Concern*, signed or unsigned, to the bishop (*See Appendix E for a sample Notice of Concern*)
5. The Episcopal Diocese of Pittsburgh and all its parishes, agencies, and institutions will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Episcopal Diocese of Pittsburgh.

**Appendix A: Sample Application Form, Code of Conduct, and Acknowledgment, Release and Signature**

Instructions: Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Today's date: \_\_\_\_\_

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

Street address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at current address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_

Email address: \_\_\_\_\_

Driver license number: \_\_\_\_\_ State \_\_\_\_\_

Social Security number: \_\_\_\_\_

Are you legally eligible to work in this country?  Yes  No

*Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.*

Please list your addresses in the past five years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For what position are you applying? \_\_\_\_\_

What interests you about the position for which you are currently applying?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What has prepared you for the position for which you are currently applying?

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**Employment History** - Please list your prior employers, covering the past TEN years.

**Current Employer**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate supervisor name: \_\_\_\_\_

Immediate supervisor phone number: \_\_\_\_\_

Position held: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving position: \_\_\_\_\_

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**Previous Employer**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate supervisor name: \_\_\_\_\_

Immediate supervisor phone number: \_\_\_\_\_

Position held: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving position: \_\_\_\_\_

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**Previous Employer**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate supervisor name: \_\_\_\_\_

Immediate supervisor phone number: \_\_\_\_\_

Position held: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving position: \_\_\_\_\_

\_\_\_\_\_

**Previous Employer**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Immediate supervisor name: \_\_\_\_\_

Immediate supervisor phone number: \_\_\_\_\_

Position held: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving position: \_\_\_\_\_

\_\_\_\_\_

**Volunteer Experience - Include all experience working with children or youth**

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_



Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

**Educational History**

Name of school: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of school: \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

Program completed? \_\_\_\_\_

Name of school: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of school: \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

Program completed? \_\_\_\_\_

Name of school: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of school: \_\_\_\_\_

Name of program or degree: \_\_\_\_\_

Program completed? \_\_\_\_\_

**Professional/Civic References**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Personal References**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**FAMILY REFERENCES**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?

Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Code of Conduct for the Protection of Children and Youth**

Read and initial each item to signify your agreement to comply with the statement.

\_\_\_\_\_ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

\_\_\_\_\_ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

\_\_\_\_\_ I agree to comply with the policies for *General Conduct for the Protection of Children and Youth* defined in the *Policies for the Protection of Children and Youth from Abuse*.

\_\_\_\_\_ I agree to comply with the *Guidelines for Appropriate Affection* with children and youth.

\_\_\_\_\_ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

\_\_\_\_\_ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

\_\_\_\_\_ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

### **Acknowledgment, Release and Signature**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize \_\_\_\_\_ [Parish] to request and receive such information.

If hired or chosen, I agree to be bound by \_\_\_\_\_ [Parish's] policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse* and its *Code of Conduct for the Protection of Children and Youth*. I understand that these may be changed, withdrawn, added to or interpreted at any time at the \_\_\_\_\_ [Parish's] sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of \_\_\_\_\_ [Parish] or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and \_\_\_\_\_ [Parish] for either employment, volunteering or the providing of any benefit.

**I have read and understand the above provisions.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B: Pennsylvania Child Abuse Reporting Statute Website

Clearances are required for both employees and volunteers according to Pennsylvania law. Current information about obtaining necessary clearances can be found at: <http://keepkidssafe.pa.gov>

## Appendix C: Sample Confidential Reference Form

Your name has been given as a reference by \_\_\_\_\_ (the “applicant”), who submitted an application to work as an employee or volunteer with one of our youth programs. We would appreciate your completing this form and returning it in the enclosed envelope so that we may make a decision on the applicant’s ability to fulfill this commitment. All information will be confidential. Thank you.

\_\_\_\_\_  
(Signature of person requesting the reference)

1. How long have you known the applicant?
2. In what capacity have you know the applicant?
3. Describe the applicant’s reliability and willingness to make a commitment such as this.
4. Are you aware of any problems that would limit the applicant’s ability to fulfill this obligation? If yes, please explain.
5. Are you aware of any problems or concerns that should limit or preclude this individual from working with children? \_\_\_\_\_ If yes, please explain.
6. Would you recommend the applicant for placement in a setting such as ours? Or do you feel he or she may be more suited for another type of volunteer agency? If so, why?
7. Are you aware of any time at which the applicant’s driver’s license or other license (e.g., professional) has been suspended or revoked? If so, give full details.
8. Are you aware whether the applicant has ever been arrested or charged with driving under the influence? If so, please give full details known to you.
9. Are you aware whether the applicant has ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? If so, please explain.
10. Are you aware of any formal or informal charge, claim, or complaint ever having been made that the applicant has engaged in inappropriate sexual behavior? If so, please explain. Please note that this question does NOT seek any information concerning the sexual orientation of the applicant.
11. Is there any fact or circumstance about the applicant’s background that would call into question the advisability of entrusting the applicant with the supervision, guidance, and care of young people?
12. Are you aware of any other information that would bear upon the appropriateness of the applicant’s involvement in Church activities? If so, please explain.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix D: Safeguarding Online**

Sign up for Safeguarding Online (at no cost) to receive a username and password for the second step at <https://episcopalpgh.formstack.com/forms/safeguarding>

*Safeguarding Online provides training in short, focused courses that can normally be completed in 30-45 minutes. These courses can be taken from any location where a high speed Internet connection is available.*

Further information may be obtained by contacting the Rev. Leslie Reimer at 412-661-0120 or [lreimer@calvarypgh.org](mailto:lreimer@calvarypgh.org).

**Appendix E: Sample Confidential Notice of Concern**

Individual(s) of Concern: \_\_\_\_\_

Date of occurrence: \_\_\_\_\_

Time of occurrence: \_\_\_\_\_

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern: \_\_\_\_\_

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, and who was notified? If reported to the State, what was their recommendation about investigating? *Attach additional sheets if needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this situation ever occurred previously? *Attach additional sheets if needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? *Attach additional sheets if needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? *Attach additional sheets if needed.*

Submitted by: (Please print) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location and address: \_\_\_\_\_

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

Reviewed by: \_\_\_\_\_

## **Appendix F: Mandated Reporting**

Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at <http://www.compass.state.pa.us/cwis> or by calling 1-800-932-0313. **All Church Personnel who work with or around children and youth are mandated reporters.**