

DIOCESE OF ALLENTOWN
SECRETARIAT FOR TEMPORAL SERVICES

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Director of Insurance and Real Estate

MEMORANDUM

TO: All Pastors, Principals, and Administrators, Local Safe Environment Coordinators and Directors of Religious Education

FROM: Ms. Kelly C. Bruce

DATE: October 6, 2015

SUBJECT: Mandated Reporter Training

CC: *Diocesan Secretaries*
Sister Meg Cole, S.S.J.
Mr. Matt Kerr
Joseph A. Zator II, Esq.
Mr. Robert Eash
Dr. Philip J. Fromuth
Ms. Kimberly A. Fetter

KCB

As many of you may know from newspapers, television and social media, the Commonwealth of Pennsylvania enacted twenty-three (23) new pieces of legislation in 2014 to change the way institutions in the state respond to child abuse. Act 31 of 2014 specifically requires the completion of training for all identified mandated reporters and that the training be repeated every five years.

Therefore, attached are a new Diocese of Allentown Mandated Reporter Training Policy, our Frequently Asked Questions and the current Diocese of Allentown's Child Protection Services Law Poster.

The attached policy requires that all identified mandated reporters complete an online training course through www.reportabusepa.pitt.edu, an approved training course by the Commonwealth of Pennsylvania.

The training requirement set forth above applies to all Diocesan, Parish, and School employees, regardless of whether the individuals have direct contact with children. The training requirement set forth above applies to all independent contractors of schools and any other organizations within the Diocese serving children. The training requirement set forth above applies to all volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or where a volunteer has direct contact with children, including but not limited to the following volunteer positions:

- CCD/PREP Directors, Coordinators and Teachers
- CYO Coaches, assistant coaches and team chaperones

- Day Care, Pre-school and Extended care volunteers
- Coordinators of Youth Ministry and related volunteers
- Boy Scout Leaders and staff in troops chartered by a Parish
- School cafeteria volunteers
- School and teacher assistants (including parent chaperones for school activities)
- Knights of Columbus Squires Recruiters and Youth Program Leaders

The Diocese is providing in-person training to All Priests, Deacons and Seminarians in the Diocese. We will be hosting regional in-person training sessions that individuals may attend once the Priest, Deacon and Seminarian trainings have been completed.

The Diocese of Allentown Mandated Reporter Frequently Asked Questions document should help answer questions as well as provide guidance on the process to report suspected child abuse.

The Child Protective Services Law poster should also help to provide guidance on the process to report suspected child abuse.

Please distribute the Mandated Reporter Training policy to all of your employees. Please also distribute the Mandated Reporter Training policy to all your volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or where a volunteer has direct contact with children. Please request that they return the certificate to you that they print after completing the online training by December 31, 2015.

We will be distributing new Background Check requirements soon which will then be followed by a new Charter Initiatives Manual to replace the current pink one that will contain all of the new policies, procedures, directions and forms. We will also be holding training sessions with the Local Safe Environment Coordinators in October and November. Please do not hesitate to contact me if you have any questions.

Thank you for your kind attention and diligence in these most important issues.

Enclosures: Mandated Reporter Training Policy
Mandated Reporter Frequently Asked Questions
Child Protective Services Law Poster, English & Spanish

DIOCESE OF ALLENTOWN
Mandated Reporting Training Policy
September 25, 2015, revised December 20, 2017

The following people are considered mandated reporters and are required by the Commonwealth of Pennsylvania to report to law enforcement authorities all cases of suspected child abuse:

- School employees (including substitute teachers);
- All clergy, priests, deacons, ministers and spiritual leaders;
- An employee of a child-care service who has direct contact with children during the course of employment;
- Independent contractors;
- An individual supervised or managed by a person listed above and who has direct contact with children in the course of employment; and
- Volunteers with child care service, school or a program, activity or service who are responsible for a child's welfare or where a volunteer has direct volunteer contact with children.

If you suspect a child is in imminent danger from abuse, PLEASE CALL 911 IMMEDIATELY

The Diocese of Allentown requires that all identified mandated reporters complete an online training course through www.reportabusepa.pitt.edu, an approved training course by the Commonwealth of Pennsylvania.

It is also required that all identified mandated reporters review the Diocese of Allentown's Child Protective Services Law Policy. This can be done by signing into CMGconnect at <https://allentown.cmgconnect.org/> to complete an online "read and sign" OR individuals may receive the policy from their local safe environment coordinator and sign an acknowledgement form.

The training requirements set forth above apply to all Diocesan, Parish, and School employees, regardless of whether the individuals have direct contact with children. The training requirements set forth above apply to all independent contractors of schools and any other organizations within the Diocese serving children. The training requirements set forth above apply to all volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or where a volunteer has direct contact with children, including, but not limited to, the following volunteer positions:

- CCD/PREP Directors, Coordinators and teachers
- CYO Coaches, assistant coaches and team chaperones
- Day Care, Pre-school and Extended care volunteers
- Coordinators of Youth Ministry and related volunteers
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- School cafeteria volunteers
- School and teacher assistants (including parent chaperones for school activities)
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Upon completion of the online course, the certificate of completion shall be printed and given to the local safe environment coordinator at each diocesan location.

If there are any individuals at your location that do not have access to a computer to complete the course, the Diocese of Allentown is hosting training sessions that individuals may attend. The Diocese's in-person training sessions are the Pennsylvania Family Support Alliance trainings approved by the Commonwealth of Pennsylvania. Please contact Sr. Meg Cole, S.S.J., Safe Environment Coordinator for the Diocese at 610-332-0442, ext. 2019 or mcole@allentowndiocese.org to determine when trainings are scheduled. The trainings are listed on the Diocese's website, www.allentowndiocese.org. Certificates of Completion are provided to attendees at the end of the trainings. The Diocese of Allentown's Child Protective Services Law Policy is handed out as part of this training and attendees will need to sign an acknowledgement form.

The Diocese will accept certificates from any of the Commonwealth of Pennsylvania's Approved Courses for Child Abuse Recognition and Reporting Training for Mandated Reporters as listed on the www.keepkidssafe.pa.gov website. The certificates must be less than 5 years old to accept and renewed upon expiration.

These training requirements will be required to be completed every five years, or as required by the Commonwealth of Pennsylvania.

DIOCESE OF ALLENTOWN
Mandated Reporter
Frequently Asked Questions

What is Child Abuse:

Child abuse, according to the CPSL, means intentionally, knowingly or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act.
- 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.
- 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.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.
- Causing the death of the child through any act or failure to act.

Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These recent acts include any of the following:

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.
- Interfering with the breathing of a child.
- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
- Leaving a child unsupervised with an individual, other than the child's parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or has been determined to be a sexually violent delinquent child.

"Recent" is defined as an abusive act within two years from the date the report is made to ChildLine.

Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit.

Are you a mandated reporter?

The following adults are considered mandated reporters and are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse:

- A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
- A medical examiner, coroner or funeral director.
- An employee of a health care facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
- A school employee.
- An employee of a child-care service who has direct contact with children in the course of employment.

DIOCESE OF ALLENTOWN

Mandated Reporter Frequently Asked Questions - *continued*

- A clergyman, priest, deacon, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
- An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
- An employee of a social services agency who has direct contact with children in the course of employment.
- A peace officer or law enforcement official.
- An emergency medical services provider certified by the Department of Health.
- An employee of a public library who has direct contact with children in the course of employment.
- An individual supervised or managed by a person listed above, who has direct contact with children in the course of employment.
- An independent contractor.
- An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.
- A foster parent.

What do I do if I believe that the child is in imminent danger from abuse?

Please call 911 immediately.

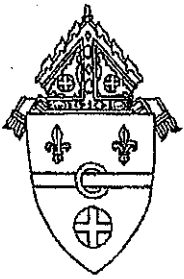
When must a mandated reporter make a report?

A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.
- When in doubt, the Diocese of Allentown urges you to report.

Must I report suspected abuse if I learn of the abuse from someone other than the child who was allegedly abused?

Yes. Nothing requires the mandated reporter to have direct contact with the child in order to make a report. You may learn of it through hearsay.



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MEMORANDUM

6 October 2017

TO: *All Pastors, Principals and Administrators*
FR: *Reverend Monsignor David L. James, V.G.*
RE: **CHILD PROTECTIVE SERVICE LAW / MANDATED REPORTING**

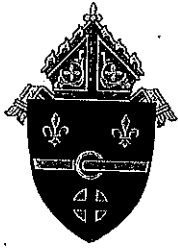
Enclosed with this memo is the current Child Protective Services Law policy presented in a poster format. This poster has been distributed before. The poster spells out the process for Mandated Reporting in the Diocese of Allentown. It is available in both English and Spanish.

The law in the Commonwealth of Pennsylvania **REQUIRES** that anyone supervising children who suspects that a child has been subjected to child abuse or acts of child abuse report the suspected abuse to the state's Child Abuse Hotline.

The process in the Diocese of Allentown further defines the next steps after the report to the hotline, which includes reporting the suspected abuse to the County Office of Children and Youth, the Pastor or Principal, **AND** the Diocesan attorney's office, Zator Law. Each of these steps is required.

We also urge any questions about interpretation of this law be resolved in favor of reporting. Please refer anyone that is having difficulty deciding whether to report or with any of the steps in the Diocesan reporting procedure to Attorney, Stephanie Koenig, or Zator Law legal assistant, Robin Losagio, at 610-432-1900.

Thank you for your attention to this topic.



Child Protective Services Law

All persons (including volunteers) who come into contact with children at any time in the course of their work **are considered mandated reporters of child abuse** and are required by State Law to report to law enforcement authorities all cases of suspected child abuse.

Any person who willfully fails to report child abuse commits a crime and is subject to prosecution.

Persons having reasonable cause to suspect that a child has been subjected to child abuse, or acts of child abuse, shall report immediately to the following:

- If you suspect a child is in imminent danger from abuse,
PLEASE CALL 911 IMMEDIATELY.
- Please call the Child Abuse Hotline (24-hour): **1-800-932-0313**
- Please also complete the CY 47 form available from the County Children & Youth Services. It is to be filed within 48 hours of your call. The form is available for completion online at www.compass.state.pa.us/cwis or you may fax or mail the form to the appropriate Office of Children and Youth.
- Please call the Appropriate Office of Children and Youth Services:

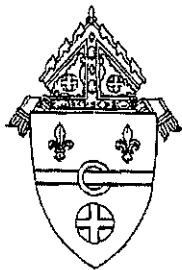
Berks	610-478-6700	Bucks	215-348-6950
Carbon	570-325-3644	Luzerne	570-826-8710
Lehigh	610-782-3064	Monroe	570-420-3590
Northampton	610-829-4690	New Jersey	877-652-2873
Schuylkill	570-628-1050	Montgomery	610-278-5800

- The Pastor (or Board of Pastors of the Regional School)
- The Principal of the school
- Attorney Joseph A. Zator at 610-432-1900; please forward a copy of the CY-47 to Attorney Zator.
- If abuse occurs in a school setting, there may be additional reporting requirements. Please see your Principal. If the suspected perpetrator is the Principal, then see your Pastor, or the Superintendent of Education for the Diocese.

****Please document who you spoke to and when**

Anyone making a report is immune from civil or criminal liability provided a report is made in good faith.

**The Diocese of Allentown urges any questions
about the interpretation of the law be resolved in favor of reporting.**



**DIOCESE OF ALLENTOWN
Child Protective Services Law Policy
Acknowledgment Form**

I hereby acknowledge that I have received a copy of the Diocese of Allentown's Child Protective Service Law Policy.

I have reviewed the Child Protective Services Law Policy and understand its contents, and the process that I must complete if I have reasonable cause to suspect that a child has been subjected to child abuse or acts of child abuse.

I further understand that the Diocese of Allentown has issued the Child Protective Services Law Policy for informational or guidance purposes only and that the Diocese does not intend for the Policy to create a contract or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Child Protective Services Law Policy, and it reserves the right to amend or interpret the Policy as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel or volunteer file.

(Date)

(Signature of Employee/Volunteer)

(Please print name)

Location (Parish/School/Office)

City