

**BRYN MAWR PRESBYTERIAN CHURCH
CHILD AND YOUTH PROTECTION POLICY
ADOPTED JUNE 2024**

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FOREWORD

Leadership in the church demands the highest standards of moral integrity and personal responsibility. It is a gift of the Spirit that can only be effectively exercised in an environment of trust. As the Gospel witness makes abundantly clear, “From everyone to whom much has been given, much will be required; and from the one to whom much has been entrusted, even more will be demanded” (Luke 12:48).

Since trust is so fundamental to the well-being of the Christian community, Christian people have the right to expect that those they choose as leaders (both lay and ordained) understand and are committed to standards of behavior that are trustworthy. In receiving the Sacrament of Baptism, we enter into a sacred covenant with God and are adopted into the covenant family of the church (Book of Order, W-2.300; Genesis 17:7; 2 Corinthians 1:21-22). Trust is a key component that exists in this covenant. As the church and the body of Christ we are united with all the people of God in every place and every time (Book of Order, W-2.3005; 1 Corinthians 12:12-13; Ephesians 4:4-6). We are bound to serve and to respect the dignity of every human being (Book of Order, F-1.003 and W- 2.3004; Micah 6:8). When, therefore, this solemn trust is broken through some form of misconduct, particularly sexual, not only is someone’s dignity diminished and her or his wellbeing seriously harmed, but also harm is done to the community of faith. Where there is no trust, there can be no community.

The Bryn Mawr Presbyterian Church (BMPC) is committed to maintaining a safe environment in which children and youth are nurtured and instructed in the faith and are protected from all types of abuse and neglect. Our goals are to protect children and youth in church programs, to educate workers and care givers concerning abuse issues and to protect staff and volunteers, as well as the church as a whole, from potential wrongful accusations of abuse or neglect. Accordingly, we will not tolerate any form of abuse to children or youth in any of our interactions with them.

We recognize that children and youth are entrusted to the care of adults in many church programs, services and activities, both on and off the campus, as well as in programs operated by others on church property. BMPC has established this Child and Youth Protection Policy (Policy) to ensure, to the extent reasonably possible, that our children and youth will be free to participate in these programs, services and activities without intimidation, coercion or abuse of any type. The Policy applies to all those who work with children and youth through BMPC programs both on and off campus, including full-time and part-time church employees as well as volunteers, whether they be church members, visitors or guests.

The BMPC Personnel Committee is responsible for oversight and implementation of this Policy.

Agnes W. Norfleet
Pastor/Head of Staff

INTRODUCTION

The Pennsylvania Child Protective Services Law (CPSL) was enacted by the Pennsylvania legislature in order to protect children from abuse. To achieve this purpose, the CPSL imposes specific responsibilities on those who have direct contact with children to report suspected or actual child abuse and mandates that certain individuals receive regular training regarding child abuse. Employees and volunteers who fail to report actual or suspected child abuse may be subject to individual, criminal liability. Because the CPSL is designed to encourage reporting of suspected or actual child abuse, it also contains important protections for those who make such reports in good faith.

As a volunteer or employee who has direct contact with children participating in BMPC-programs, services and activities, it is important for you to understand what your responsibilities are as it concerns reporting of actual or suspected child abuse and the need to attend child abuse identification and prevention training.

This Policy incorporates these legal requirements and explains in detail your responsibilities in this regard. As such, you should carefully review the Policy as described in this booklet and keep it as a reference. This Policy is intended to apply broadly; when in doubt, you should err on the side of reporting suspected child abuse. Should you have any questions about your responsibilities or this Policy, please do not hesitate to contact the Head of Staff.

DEFINITIONS

For purposes of this Policy, the following terms have the listed definitions:

Abuse--A non-accidental injury or pattern of injuries to a child or youth. Abuse may include any of the following:

- **Neglect**--Occurs when an adult responsible for the well-being of a child fails to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.
- **Physical abuse**--A non-accidental injury that happens to a child. Such an injury could include a beating, burn, bruise, bite, welt, strangulation, broken bones or death.
- **Sexual abuse**--The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct. The behavior may or may not involve touching. Sexual abuse may include the following: *engaging in sexually explicit conversation; verbal sexual suggestions, innuendoes or jokes; leering or ogling; intrusive touching; the use of pornography; looking at the intimate parts of a child for the purpose of sexual gratification or arousal; sexual assault or attempted sexual assault*. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be

victimized from infancy through adolescence. Typically, the perpetrator keeps the child from disclosing the abuse through intimidation, threats and rewards.

- **Emotional abuse**-- One or more acts by an adult or other authority figure that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance and support.
- **Spiritual abuse**--Using religious references to shame or by guilt to motivate a child into a particular action or behavior.
- **Failure to act**--Any failure to act that causes bodily or mental injury to a child or that causes or permits any of the above-described types of abuse to occur may also constitute abuse.

This list is not intended to be exhaustive. Any act or failure to act that causes bodily injury or serious mental injury to a child may constitute child abuse under Pennsylvania law.

Certified adult--A BMPC employee or volunteer, at least 18 years of age, who has successfully completed all required applications, reference checks, clearances and training (or retraining) to qualify under this Policy to work with children and youth.

Youth Volunteer- a person under the age of 18 who has successfully completed a volunteer application, required training, and applicable reference and background checks in order to volunteer with children and youth on a regular basis. Such volunteers are always under the supervision of a certified adult volunteer or church employee and are ultimately considered as participants in the program where they are volunteering

Child Protective Services Law or CPSL--the Pennsylvania Child Protective Services Law, 23 Pa. C.S. Chapter 63.

Child / Youth--Under Pennsylvania law, a child is a person under 18 years of age. This term includes both a “child” and a “youth” as these terms are used in this Policy in reference to BMPC programs, services and activities. When such terms are used elsewhere in this Policy in reference to BMPC programs, services and activities, “child” means a person in 5th grade or younger participating in Children’s Ministry programing “youth” means a person participating in Youth Ministry programing in 6th- 12th grade.

Church-sponsored activity--Includes any and all BMPC generated gatherings including worship, educational, fellowship, administrative, pastoral, mission or recreational events. These events include on-campus and off-campus gatherings.

Employee--A person who works for a salary or wages at BMPC.

Endangered adult--An individual at least 18 years old who (by reason of mental illness, mental retardation, dementia or other physical or mental incapacity) is incapable of managing or

directing the management of the individual's property or providing or directing the provision of self-care.

Independent contractor--A person not employed by BMPC who provides services to BMPC pursuant to an express or implied contract.

Lead volunteer--A certified adult who has been designated by the responsible staff person to coordinate/supervise other volunteers involved in a program, activity or event.

Mandated reporter--A person legally required to make a report of suspected child abuse where such person has reasonable cause to suspect that a child is a victim of child abuse. Mandated reporters include:

- Pastors
- Certain professionals licensed by the state of Pennsylvania
- BMPC employees who have direct contact with children in the course of their employment
- Volunteers who, as part of a BMPC-sponsored activity, event or program, are responsible for a child's welfare or has direct contact with children and youth.
- Independent contractors of BMPC

Reporting checklist--The document attached to this Policy as Attachment A that sets forth how and to whom reports of suspected child abuse shall be made in accordance with this Policy.

State Clearances as per State law, the required clearances include Department of Human Services Child Abuse History Clearance (PA Child Abuse), Pennsylvania State Police Request for Criminal Records Check (PA Criminal Check), and Federal Criminal History Record Information (Federal Criminal Record Check). As per state regulations, the Federal Criminal History Record Information is required of all employees and is required of all volunteers who have lived in Pennsylvania for less than 10 years, unless the volunteer has received Federal Criminal History clearance at any time since establishing residency in Pennsylvania and provides a copy of the certification and the volunteer swears or affirms in writing that the volunteer is not disqualified from service under the CPSL or has not been convicted of an offense similar in nature to those disqualifying crimes specified in the CPSL (a list of which is set forth in Appendix I *Disqualifying Crimes*).

Volunteer--A person not employed by BMPC who donates time providing services in connection with a church-sponsored activity, event or program.

I. POLICY OVERVIEW

A. Purpose

1. This Policy is intended to:
 - Be faithful to our baptismal vows as we seek to welcome and nurture children and youth.
 - Provide a safe and secure environment for children and youth at BMPC.
 - Protect children and youth from sexual, physical, spiritual and emotional abuse while participating in BMPC activities.
 - Educate the staff, volunteers and the congregation about the subject of sexual abuse and exploitation of children and youth, the need for policies and procedures to prevent such abuse and exploitation and the legal responsibilities imposed on volunteers and staff who have direct contact with children participating in BMPC programs, services and activities.
 - Guide BMPC as an institution in the conduct of its employees and volunteers.
 - Prevent allegations and incidents of abuse to children or youth.
 - Provide a mechanism to deal with reported concerns and subsequent actions.
 - Protect the ministry of BMPC as carried out through its volunteers, pastors and staff from the possibility of false accusations and litigation.
2. This Policy addresses four principal components of child and youth protection:
 - **Screening** of applicants for employment and volunteer service to identify those who are unsuitable for such employment or service due to a history of behavior potentially detrimental to children and youth.
 - **Training** of employees and volunteers regarding appropriate supervision and chaperoning of children and youth.
 - **Reporting** of allegations and/or concerns regarding child and youth protection issues.
 - **Responding** to allegations and/or concerns regarding child and youth protection issues.

B. Scope and Applicability

All persons, including BMPC employees and volunteers, interested in participating in children and youth ministries and other programs, services and activities of BMPC must formally apply to work directly with children and youth and must adhere to this Policy. In addition, the abuse reporting procedures set forth in this Policy apply to all mandated reporters, including all employees and volunteers who interact with children or who work with BMPC youth or children in BMPC programs, services and activities presently existing as well as others that may be developed in the future, including, but not limited to, the following:

- Sunday School
- Weekday School
- Children and Youth fellowship programs
- Children and Youth choirs
- Camps, mission trips, etc.
- Confirmation Class
- Vacation Bible Camp
- Child Care
- Tutoring Programs
- Church Sponsored Youth Sports Program
- Middleton Center

C. General Requirements

1. All persons working with children/youth at BMPC shall abide by the following rules:
 - They shall not verbally, emotionally, physically, spiritually or sexually abuse children or youth.
 - They shall not discipline children or youth by use of physical punishment or by failing to provide the necessities of care.
 - They shall provide proper supervision and exercise sound judgment in providing a safe environment at all times.
 - They shall avoid situations where they would be alone with a child or youth and cannot be observed or monitored by others.
 - Restroom supervision:
 - o They shall, as provided in Section IV of this Policy, always appropriately supervise when children are using bathrooms to ensure their safety.

- They shall use caution and common sense when touching children or youth; accordingly, such persons must:
 - Respect a child or youth's boundaries and never make a child or youth feel uncomfortable or act in ways that impede the child or youth's right to say no.
 - Maintain appropriate hand placement.
 - Avoid physical contact that is inappropriate, including body-to-body embrace, a touch of private areas (those areas covered by a bathing suit) or any type of kiss.
- This is also true in monitoring the physical interaction between participants, stopping children from touching others in an inappropriate manner.

Examples of Appropriate and Inappropriate Touch include:

Appropriate	Inappropriate
Contact initiated by the child such as: <ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands with young children in escorting situations 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Physical expressions of affection • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing an older child to continually cling to an employee's or volunteer's leg • Allowing children, older than kindergarten, to sit on an employee or volunteer's lap • Any type of massage given by or to a child • Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance • Any form of affection or touch that is unwanted by the child, the employee or volunteer
The above examples are illustrative only and not exhaustive. No form of inappropriate touch will be tolerated.	

- Volunteers and Employees are prohibited from speaking to children, and one another, in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Employees and volunteers must not initiate sexually oriented conversations with children or in a setting where children are present. Employees and volunteers are not permitted to discuss their own sexual activities with children.
- Volunteers and employees are responsible for monitoring conversations between children assuring that any inappropriate verbal interactions are corrected.

Examples of appropriate and inappropriate verbal interaction include:

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Positive reinforcement • Age-appropriate jokes • Encouragement • Praise • Conversations about church related programs and projects. • Mentoring conversations highlighting strengths shown by a young person. 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers • Expressing affection to children • Secrets • Cursing • Off-color or sexual jokes • Shaming, belittling • Oversharing personal history • Derogatory remarks • Harsh language that may frighten, threaten or humiliate children • Derogatory remarks about the child or their family • Compliments relating to physique or body development • Language that is disparaging of another's culture, identity, ability, or status.
The above examples are illustrative only and not exhaustive. No form of inappropriate verbal interaction will be tolerated.	

- They shall be alert to the physical and emotional state of children entering an activity or program and any signs of injury or possible child abuse must be reported promptly in the manner specified in this Policy to the authorities and to the Head of Staff or, if the Head of Staff is unavailable or is the alleged abuser, to the Clerk of Session.

- They shall only release children (fifth grade and younger) to a parent, a guardian or another individual authorized in writing by a parent or guardian. This requirement does not carry over to youth; however, parents or guardians may request that youth (6th grade and older) only be released to designated adults.
 - They shall not use, possess, or be under the influence of alcohol or illegal drugs or be impaired by legally prescribed drugs in the presence of children or youth during church working hours or during church-sponsored activities and trips.
 - They shall not use tobacco products around children and youth.
 - They shall not possess firearms or other weapons around children and youth.
 - They shall not engage in profanity, inappropriate language or jokes or any kind of harassment in the presence of children or youth.
 - They shall not share inappropriate details of their personal lives or ask children or youth to share inappropriate details through any form of communication: written, verbal or electronic.
 - They shall not give gifts to an individual child or youth. Because gift giving can be a form of “buying” silence or loyalty, gift giving must be done on a group basis and then only for specific occasions.
 - They shall immediately report to the Head of Staff any circumstance that adversely affects their ability to work with children and youth in full compliance with this Policy. In particular, they must provide the Head of Staff with written notice within 72 hours if they are arrested for or convicted of an offense that would constitute grounds for denial of employment or exclusion from volunteering or are named as a perpetrator in a founded or indicated report of child abuse.
2. In addition, those to whom this Policy applies shall comply with all other Policy and/or legal requirements described below and/or set forth within the CPSL including, without limitation, making proper application, attending training sessions offered by BMPC on child and youth protection and/or required by law, and signing agreements to comply in all respects with this Policy.
 3. An individual may be terminated from employment and/or volunteer service for failure to observe and abide by this Policy. These actions may be taken regardless of the outcome of any investigation if the Head of Staff or the Personnel Committee shall determine that the Policy has not been followed.

D. Electronic and Social Media Communications

BMPC has a robust website and social media presence that help it disseminate its message to members and the general public. Day-to-day communications often involve use of personal communication tools such as emails, text messages, social media (e.g., Facebook, Twitter, YouTube, etc.), among others. These communications include public, private, personal and professional messages. The following requirements apply to all such communications among BMPC pastors, staff, volunteers, youth and children when those communications relate to BMPC programs, services and activities:

- No person shall post or permit to be posted any confidential information about BMPC, its programs, services and activities, members or those who participate in its programs, services or activities.
- All communications related to BMPC activities/events must maintain a professional and appropriate style and adhere to the BMPC Communications Policy.
- No person shall engage in electronic communications that violate any BMPC policy or any local, state or federal law.
- In all communications related to BMPC programs, services and activities or made during BMPC activities/events, employees and volunteers should avoid the use of statements that reasonably could be viewed as:
 - Derogatory
 - Sexual, lewd, pornographic or obscene
 - Offensive due to the use of profanity
 - Threatening, harassing or bullying
 - Discriminatory
 - Facilitating illegal activities
 - Having the purpose to assist personal, commercial or for-profit ends
 - Expressing support for a political candidate or campaign.
 - Unauthorized or illegal distribution, reproduction or use of copyrighted materials
 - Fraternization or otherwise crossing the line between professional and personal boundaries
 - Suggestive in nature.
- Use/posting by BMPC of photographic images of children and youth and of their BMPC-sponsored activities will conform with the following guidelines:

- BMPC will honor the request of any parent or legal guardian who asks that her/his child not appear in any church publications or website.
- BMPC will never include a child or youth's name, handle or other identifying information (i.e., address) with any photo.
- BMPC will not "tag" children and youth in images used on social media.
- No adult volunteer or BMPC employee may initiate a connection with a child or youth who such volunteer or employee met through a BMPC program or activity on a social media site except a child or youth to which he/she is related. Adult volunteers and employees may accept a connection with a child or youth initiated by a child or youth. However, in such circumstances, the employee or volunteer must be cognizant that the child or youth may view content posted by the employee or volunteer that would be inappropriate for consumption by the child or youth and the employee or volunteer may be held responsible for any content seen by a child or youth and may be disciplined up to an including termination for such conduct.
- Recognizing the importance of electronic communication, employees and volunteers may utilize text messaging or social media in direct communication. All such communication will be appropriate and strictly related to their role at BMPC or in reference to programs, services and activities. Such messages must maintain an appropriate and professional style and otherwise be in compliance with the requirements of this Policy. Adult volunteers and employees shall maintain a record of any electronic communication. No employee or volunteer shall use a platform utilizing disappearing content for direct communication with children or youth (i.e., snapchat).
- No individual shall identify or represent her/himself as speaking on behalf of BMPC without prior approval from the Head of Staff.

E. Policy Oversight and Implementation

The BMPC Personnel Committee's role in the oversight and implementation of this Policy includes (a) ensuring appropriate screening, training, certification and recertification of all BMPC employees, volunteers and others covered by this Policy and (b) ensuring that all who are covered by this Policy receive a copy of the Policy and acknowledge in writing their receipt and understanding of and agreement to comply with the Policy.

The Personnel Committee shall carry out these functions by means of a sub-committee to be known as the Child/Youth Protection Committee (Committee), appointed by the Head of

Staff. The Committee will, among other things, establish and evaluate procedures, review concerns, provide appropriate feedback, monitor compliance, oversee implementation of the Policy and provide interpretation and training.

The members of the Committee shall include (a) a member of the Personnel Committee (who shall serve as chair); (b) a lay member of each of the following: the Children and Family Ministry Council, the Youth Ministry Council and the Music and Fine Arts Council (or any successors to such entities); and (c) such other persons as the Head of Staff may deem necessary for the effective operation of the Committee. The Director of The Weekday School and pastoral/senior staff assigned to support the above-listed entities shall be ex officio members of the Committee. An administrative staff member will be designated the Child and Youth Protection Coordinator and will serve as staff to the Committee.

II. APPLICATION AND SCREENING

A. Application and Screening Process

1. Employees. In addition to consenting to and passing the required state clearances, including but not limited to PA criminal, PA child abuse, Federal Criminal Record Check ; and reference checks, prospective BMPC employees must complete a confidential application form (see Attachment B-1 in the Appendix to this Policy). The Director, Administrator for Human Resources and Programing, shall be responsible for the receipt, review, and verification of applications of prospective employees.
2. Volunteers. All persons who wish to volunteer to work with children/youth in BMPC programs, services and activities must complete a confidential application (see Attachments C-1 and D-1 in the Appendix to this Policy) and consent to and pass background checks, including PA Criminal, PA Child Abuse, Federal Criminal Record Check, and reference checks. The volunteer is responsible for obtaining the required clearances and providing them to BMPC. The Associate Pastor for Children and Family Ministry shall be responsible for the receipt, review and verification of applications of volunteers. A certified volunteer must be a member of BMPC, or have regularly attended BMPC, for six months before working with youth or children. The Associate Pastor for Children and Family Ministry in consultation with the Child and Youth Protection Committee shall have the authority to waive this six-month rule where appropriate and when additional reference checks and/or clearances may be completed.
3. Youth Volunteers: all youth who wish to volunteer regularly with children's programs (i.e. the BMPC tutoring program) must complete a confidential application (see Attachments D-1), training, and consent to reference and/or applicable background checks. The Associate Pastor for Children and Family Ministry shall be responsible for the receipt, review,

and verification of applications of volunteers. Youth who wish to volunteer, but are not active in the congregation, must agree to additional reference checks prior to service. All youth volunteers are considered participants in the programs in which they volunteer.

4. Applicant Eligibility. Before starting as a volunteer or employee, all individuals must successfully submit State Clearances and initial certification (see part III) before being permitted to provide ministry to children or youth. All volunteers and employees shall have up to 90 days to complete BMPC's training.
5. Information of concern. If information of a cautionary nature is revealed through a reference, child abuse or criminal background check, the person conducting the check shall note this information in writing for the application file and communicate it to the Head of Staff or her/his designee. The Head of Staff or her/his designee shall consider this information and decide on a course of action. The decision, which will be promptly communicated to the applicant, must be documented in writing, dated and placed in the applicant's file. In such case, the person's application may be handled in one of the following ways:
 - Accepted unconditionally;
 - Accepted with clearly defined restrictions; or
 - Denied.
6. Prohibition on Hiring. Notwithstanding the above, BMPC will not hire or employ anyone in any capacity if such individual:
 - Has been verified by the Department of Human Services as named in the statewide database as a perpetrator with respect to a founded report of child abuse;
 - Has been convicted of any of the disqualifying crimes specified in the CPSL (a list of which is set forth in Appendix G).
7. Prohibition on Volunteering: BMPC will not permit anyone to volunteer in a position that involves direct contact with children and youth or is responsible for a child's welfare if such individual:
 - Has been verified by the Department of Human Services as named in the statewide database as a perpetrator with respect to a founded report of child abuse;

Has been convicted of any of the disqualifying crimes specified in the CPSL (a list of which is set forth in Appendix I).

8. Materials subject to review. BMPC reserves the right to review applications and all related materials (including, without limitation, Committee notes on reference checks and interviews and the results of background checks performed) at any time. Renewed child abuse and criminal history clearances will be required every thirty-six (36) months. Additional background, child abuse clearance or reference checks may be requested either randomly or because of some new concern.

9. Conditional Employment

If prospective employees have not received their required State Clearances before their employment start date, BMPC, in its sole discretion, may choose to employ these employees on a provisional basis for a period not exceeding 45 days. To be hired on a provisional basis, provisional employees must provide all of the following to BMPC before the start date of their employment:

1. Written proof that the provisional employee has applied for all of the required State Clearances, including a copy of the completed State Clearance request forms;
2. A signed and notarized affirmation, made under the penalty of perjury, that the provisional employee is not disqualified from employment under the CPSL and has not been convicted of an offense similar in nature to those disqualifying crimes specified in the CPSL (a list of which is set forth in Attachment J) 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 the Commonwealth of Pennsylvania;
3. The certification from the Pennsylvania Department of Human Services that the provisional employee is not listed in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report; and
4. Either:
 - a. The required PA Criminal Check, or
 - b. The required Federal Criminal Record Check.

During the provisional period, provisional employees are prohibited from working alone with children, and the provisional employee must work in the immediate vicinity of a permanent employee at all times.

BMPC will not employ any individual as a provisional employee if it has knowledge of information pertaining to the provisional employee which would disqualify him/her from employment.

Continued employment exceeding 45 days is contingent upon the provisional employee returning all required State Clearances to BMPC prior to 45 days from the provisional employee's start date.

B. Confidentiality

Applications and all related materials (including without limitation Committee notes on reference checks and interviews and the results of background checks performed) will be kept by the Head of Staff (or her/his designee) in a secure confidential location. Disclosure of the results of reference and background checks will be limited to those with a "need to know" and otherwise will be kept strictly confidential.

III. BMPC CERTIFICATION AND TRAINING REQUIREMENTS

As set forth below, all employees and volunteers who successfully complete the application and screening process as required by Section II.A. above must then be certified by BMPC before they may begin working with children or youth. Employees and volunteers shall be required to undergo both initial and periodic recertification as set forth below.

Please note that BMPC's volunteer and employee certification process is distinct from, and in addition to, any required certification, licensure or registration that may be mandated by the state of Pennsylvania as a condition of employment in any profession (*i.e.*, teacher, social worker or therapist). In addition, certain employees, including those who are licensed by the state of Pennsylvania, are required under the CPSL to receive periodic state-approved child abuse training. Although BMPC will endeavor to advise employees who are subject to state-mandated training requirements about upcoming training opportunities, registration for and attendance at such state-mandated training sessions shall be the responsibility of the individual employee.

A. Initial BMPC Certification

All BMPC employees regardless of their contact with children and all volunteers who are responsible for a child's welfare or has direct contact with children, must be certified by BMPC before they may begin working with children or youth. This process shall include the following:

- Required attendance at and completion of a BMPC-approved training session regarding child and youth protection;
- Receipt and review of a copy of this Policy; and

- In the case of an employee, the signing of relevant documents, including an Employment Application (see Attachment B-1: *Employee Application* in the Appendix to this Policy) and an Employee/ Applicant Acknowledgment and Agreement, confirming that the employee has received a copy of and understands his/her obligations under this Policy and agrees to comply with it (see Attachment B-2: *Employee Applicant Acknowledgment and Agreement* in the Appendix to the Policy).
- In the case of an adult or youth volunteer, the signing of all relevant documents, including the applicable Application Form (see Attachments C-1: *Volunteer Application* and D-1: *Youth Volunteer Application* in the Appendix to this Policy) and an applicable Volunteer Applicant Acknowledgement and Agreement Form, confirming that the volunteer has received a copy of and understands his/her obligations under this Policy and agrees to comply with it (see Attachments C-4: *Adult Volunteer Applicant Acknowledgement and Agreement* and D-4: *Youth Volunteer Applicant Acknowledgment and Agreement* in the Appendix to this Policy).
- All state clearances must be on file to be considered a “Certified Adult” volunteer.

B. Annual Training

- All employees and volunteers must complete BMPC approved annual child protection training.
- BMPC will provide opportunities to complete training in a timely manner.
- Training will include:
 - A review of the practices and requirements included in this policy. Including a focus on best practices for child and youth safety.
 - A review of appropriate and inappropriate behaviors, interactions, and contact.
 - Information about kinds of abuse, identifying abuse, and state required reporting mechanisms.
 - Internal reporting practices and documentation.
 - Best practices and requirements in responding to ‘red flag’ behavior.
- Employees and volunteers will also sign a recommitment to uphold the policy and practices described in this document.

C. Periodic Recertification

Every three years after the initial certification, BMPC employees and volunteers who have been certified in accordance with this Policy must successfully complete a recertification process to continue their work with children/youth. The recertification process shall include the following:

- Updated state clearances including: PA child abuse, PA criminal background, and when applicable Federal Criminal Record Check.
- Required attendance and completion of a BMPC-approved retraining session regarding child and youth protection;
- In the case of an employee, the signing of all relevant documents, including an Employee Recommitment Form (see Attachment E-1: *Employee Recommitment Form* in the Appendix to this Policy) and an Employee Recommitment Statement reconfirming that the employee has received a copy of and understands his/her obligations under this Policy and agrees to comply with it (see Attachment E-2: *Employee Recommitment Statement* in the Appendix to this Policy).
- In the case of a volunteer, volunteers will sign relevant documents, including the applicable Application Form (see Attachments C-1 and D-1 in the Appendix to this Policy). and will resubmit all applicable forms and paperwork, reconfirming that the volunteer has received a copy of and understands his/her obligations under this Policy and agrees to comply with it.
- Youth Volunteers will similarly resubmit all applicable paperwork every 36 months. Some programs may opt to require annual applications.
- **Certification/Recertification Training**

As noted above, certain employees are required periodically to attend state-approved child abuse training sessions in addition to those mandated by BMPC under this Policy. For such employees, the following additional requirements shall apply:

- Individual employees who are subject to additional training by virtue of state certification, licensure or registration shall, as a condition of continued employment, furnish BMPC with: 1) proof of attendance at a state-mandated child abuse training session within thirty days of completion of such training and 2) a copy of any state-issued renewal certification, license or registration within thirty days of receipt.
- Individual employees who are subject to additional training by virtue of employment at BMPC and who are not state-certified, licensed or registered shall furnish BMPC with proof of attendance at state-mandated child abuse training sessions within thirty days of completion of such training as a condition of continued employment with BMPC.

Any employee having questions about the applicability of these additional training requirements should contact his or her supervisor or the Head of Staff for clarification. As noted above, compliance with these additional, state-mandated training requirements shall be the sole responsibility of the individual employee.

IV. SUPERVISION REQUIREMENTS

Those to whom this Policy applies shall comply with the following requirements when supervising children and youth:

A. **Two-Adult/Age Policy**

At least two certified adults (one of whom will be no less than 25 years old) will supervise all BMPC programs, services and activities involving children and youth, whether on or off campus. Adults must remain in sight of one another at all times except in an emergency situation. For purposes of the two-adult requirement, spouses count as one certified adult as do a parent and his/her children.

The two-adult requirement can be eased in a situation involving vehicular transportation as it is permissible for one certified adult driver to transport several children and/or youth in a single vehicle in a convoy of vehicles traveling to and from an event.

B. **Adult/Child or Youth Ratios** *These ratios reflect the maximum number of children to adult ratios in different situations.*

1. For any ministry program with children or youth that is within a contained classroom there shall be at least one certified adult for every ten children/youth.
2. For any ministry program with children or youth that is held off campus there shall be at least one certified, appropriately aged adult for every eight children/youth.
3. For overnight trips there shall be at least one certified, appropriately aged adult for every six children/youth; gender balance is required.

Notwithstanding the above, there must be at least two unrelated adults present for any program with children or youth.

C. **One-on-One Situations**

In those limited situations where it is necessary for an adult to be alone with a child or youth, the adult should notify another adult before and after the period which he/she is alone with the child or youth. Additionally, any such one-on-one contact should be carried out in a public setting or otherwise in plain view of others.

D. **Open Door Policy**

Doors to rooms in which children and youth involved in church activities are present are to remain open. If noise or fire code restrictions apply, doors may be shut as long as there is clear glass in at least one door and nothing impedes vision through the glass.

E. Use of Church Manses and of Pastors' and Volunteers' Homes

Children and youth are not allowed into any church manse without at least two certified adults being present. Similarly, children and youth are not allowed into the homes of a pastor or of a volunteer without at least two certified adults being present. The adult/child and adult/youth ratios set forth in Section IV.B. shall apply.

F. Adult Leadership Event Form

All ministries that engage in activities, events or trips with children or youth outside of regular weekly programming are required to complete and submit an Adult Leadership Event Form (see Attachment F: *Adult Leadership Event Form* in the Appendix to this Policy) to the Administrative Assistant to Children and Family Ministry at least 14 days prior to commencement of the activity, event or trip in order to document compliance with this policy. A separate form must be submitted for each activity, event or trip. Failure to submit this form as required may result in cancellation of the activity, event or trip.

G. Use of Vehicles for Children and Youth Programs

The following policies, which shall apply when private vehicles or church leased vehicles are being used to transport children and/or youth in connection with church-related activities, are intended to ensure and protect the safety of our children and youth. Employees and Volunteers must apply separately to be approved to drive for such events (see Attachment G: *Approved Driver Application* in the Appendix of this policy).

1. All vehicle drivers must:
 - Be at least 25 years of age.
 - Be currently certified according to this Policy.
 - Have a valid driver's license and current automobile insurance and provide photocopies of the license and proof of such insurance to the Administrative Assistant for Children and Family Ministry or the Director of Facilities in advance of transporting any children or youth in connection with church-related activities.
 - Have a good driving record, i.e., shall have had no moving violations within 12 months prior to the proposed transport of children/youth, and no convictions or deferred adjudications for driving under the influence of a controlled substance within ten years prior to the proposed transport of children/youth. Requirements are defined by the church's insurance policy.
 - Authorize BMPC to check their driving records and a comprehensive Motor Vehicle Report.
2. No tobacco products shall be used in the vehicles.
3. No alcoholic beverages shall be allowed in the vehicles.

4. No firearms or other weapons shall be allowed in the vehicles.
5. All persons, including the driver, shall wear seat and shoulder belts or be seated in such other age/weight appropriate safety seats (car seats, booster seats, etc.) as required by law.
6. Nothing shall extend out of the windows.
7. The maximum number of people in the vehicle shall be the same as the number of adult seats in the vehicle with seat belts.
8. The driver shall have complete authority over the passengers and full responsibility for the safety of the passengers at all times.
9. No driver shall drive more than a continuous two hours at any one time without a rest stop, and no one driver shall drive a total of more than eight hours in any one day. A driver making a rest stop shall stop the vehicle and rest for a period of time equal to ten minutes for each hour driven before stopping. Drivers may rest while an alternate driver takes over. On trips of eight hours or more, the driver shall have available an alternate approved driver to relieve the primary driver if necessary.
10. For at least 12 hours prior to driving the vehicle, no driver shall have consumed any alcoholic beverages or used any medication that impairs the driver's physical or mental capabilities.
11. Drivers shall operate vehicles in compliance with speed limits and traffic laws and consistent with safe driving given the prevailing road conditions.
12. In the event of an accident, with or without injury, the driver (or another person if the driver is unable to do so) shall report the incident to the proper police authority and to the Head of Staff within 24 hours of its occurrence. If anyone requires medical treatment or hospitalization, the Head of Staff shall be notified by telephone as soon as possible.
13. In the event of an accident, a Vehicle Accident Report Form (see Attachment H: *Vehicle Accident Report Form* included in the Appendix to this Policy) must be promptly completed and submitted to the Head of Staff or her/his designee.

V. BULLYING BEHAVIOR

Ensuring a safe environment where all children, youth, volunteers, and staff are treated with dignity and respect, Bryn Mawr Presbyterian Church will not tolerate bullying behavior in any form. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a child's ability to learn and a church's ability to educate its children in a safe environment.

Every member of the church is responsible for maintaining and contributing to an environment that is free from bullying. All church members are expected to conduct themselves in a manner that demonstrates professional conduct and mutual respect for others. Every member of the church must make every reasonable effort to establish and maintain a church environment free of bullying and abusive conduct.

Bullying means an intentional electronic, written, verbal or physical act or series of acts deliberately directed at another person occurring in or adjacent to a church setting or program. Bullying acts have the potential to be severe, persistent, or pervasive and have the effect of:

1. Creating a threatening environment.
2. Interfering with a child's ability to learn, engage or be connected in the church community.
3. Disrupting programs.

Bullying, as defined in this policy, includes cyberbullying.

Bullying is aggressive behavior that is intentional, may be repeated over time, and may involve an imbalance of power or strength. Bullying generally does not include a single act unless the conduct is determined to be severe and egregious. Bullying can take on various forms, including:

- a. **Physical bullying:** when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. **Verbal bullying:** when someone uses their words to hurt another, such as by belittling or calling another hurtful name.
- c. **Nonverbal or relational bullying:** when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. **Cyberbullying:** the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve:

1. Sending mean, vulgar, or threatening messages or images;
2. Posting sensitive, private information about another person;
3. Pretending to be someone else in order to make that person look bad;
4. Intentionally excluding someone from an online group.
5. **Hazing:** an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.

6. Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

The above examples are illustrative only and not exhaustive. No form of bullying or abusive conduct will be tolerated.

Bryn Mawr Presbyterian Church strictly prohibits any conduct by any child or leader that creates or is intended to create an intimidating, threatening, offensive or hostile environment that substantially interferes with a child's ability to learn or be engaged. All students and leaders have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes bullying.

Any participant who feels they or their child has been bullied is encouraged to report their experience to either a pastor or program leader. Bullying conduct may be challenged even if the complaining party is not the intended target of the conduct. This process will be shared in program updates (i.e. ENews) and included as part of regular training for volunteers and parents.

Any volunteer or staff member serving with children and youth who observes bullying or receives reports of it is required to act immediately to protect the student and to immediately inform a pastor or program leader. It shall be the responsibility of the Pastor to investigate promptly and thoroughly any, and all bullying complaints received and to make recommendations based upon their findings. If any behavior falls into a reportable offense or behavior under PA child protection law, the pastor or program leader will first report as a mandated reporter. Any complaint and subsequent investigation will be handled with sensitivity, and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process.

The totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be considered. In the event a complaint of bullying is determined to be substantiated, the Pastor and program leaders shall take prompt corrective action to meet with the child and child's family to take steps reasonably calculated to end the bullying and prevent recurrence.

If an adult volunteer or staff member displays bullying behavior that individual will not be allowed to participate in child or youth related activities.

Determination of the appropriate response shall be based upon the circumstances of each individual situation, considering the following factors, and any others that seem pertinent:

1. Severity of the misconduct
2. Pervasiveness or persistence of the misconduct.
3. Effect on the victim or victims.
4. Intent of the perpetrator.
5. Recognition of age, developmental stage, and documented exceptionalities of the perpetrator.

Potential responses to bullying behavior may include:

1. Counseling with leader, teacher and/or Pastor and the child's family
2. Exclusion from church-sponsored activities
3. Recommended Counseling/Therapy outside of the church.
4. Referral to law enforcement officials.
5. If the individual who is found to have engaged in the bullying behavior is a church employee, the employee will be subject to disciplinary action, up to and including termination of employment.

Retaliation or reprisal against any person who reports bullying incident(s) is strictly prohibited. **Retaliation** includes, but is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying.

Disciplinary action against any person who retaliates or engages in reprisal for reporting such behavior(s) may include sanctions up to and including a meeting with the Sunday School teacher and/or Pastor, exclusion from church-sponsored activities, and removal of leaders for engaging in such prohibited conduct.

VI. REPORTING ABUSE OR SUSPECTED ABUSE

This Policy and the law make the responsibility for reporting abuse of a child or youth or suspected abuse of a child or youth clear.

- A. All BMPC employees and volunteers who, in the course of employment or volunteer work, come to learn of any occurrence of abuse or a situation that presents reasonable cause to suspect that abuse may have occurred are required to make a report as set forth in this Policy. Such report shall be made promptly after the occurrence in question becomes known, as required by law, first to the authorities and immediately thereafter to the Head of Staff (see Attachment A: *Reporting Checklist* at the Appendix to this Policy). All such reports, including the identities of all persons making such reports, shall be kept confidential to the extent permitted by law.
- B. Similarly, any report of child/youth abuse made by an individual about his or her care by a parent, guardian, youth, adult, or BMPC staff employee or volunteer, must be reported promptly, as required by law, first to the authorities and immediately thereafter to the Head of Staff. All such reports shall be kept confidential to the extent permitted by law.
- C. An employee who makes a report of abuse or suspected abuse may be notified by the state authorities of the results of its investigation. Upon receipt of such notification from the state authorities, the employee must promptly report the substance of the notification to the Head of Staff.

- D.** In the event that the Head of Staff is unavailable or is the alleged abuser, the report referred to in Section V.A., V.B. or V.C. above by a BMPC employee or volunteer of alleged or suspected abuse shall be made to the Clerk of Session (see Attachment A in the Appendix to this Policy).
- E.** The CPSL provides that individuals who make a good faith report of actual or suspected child abuse are immune from any civil or criminal liability that might otherwise result from making the report. In addition, the CPSL imposes criminal liability for willful failure to report actual or suspected child abuse.

VII. RESPONDING TO AN ALLEGATION OR SELF-REPORT OF ABUSE OR SUSPECTED ABUSE

In the event of an allegation or self-report of abuse to a child or youth or suspected abuse to a child or youth and after completion of the above-mandated reporting, the procedures set forth below must be followed at BMPC:

- A.** Every allegation and/or self-report shall be taken seriously. Adequate care, respect and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared. The identity of any individual who makes a report of alleged or suspected abuse and/or cooperates in a subsequent investigation of such a report in accordance with this Policy shall be kept confidential to the extent permitted by law.
- B.** The Head of Staff will immediately contact the Clerk of Session, such other person(s) as may be required by the Book of Order, BMPC legal counsel and, where appropriate, BMPC's liability insurance carrier.
- C.** BMPC employees and volunteers are required to cooperate fully with the investigative authorities, such as the Department of Human Services, Montgomery County Office of Children and Youth and law enforcement officials.
- D.** With respect to inquiries other than those from investigative authorities (for example, from uninvolved church members or members of the media), BMPC employees and volunteers will refer any inquiries regarding the situation to the Head of Staff, except that in the event the Head of Staff is unavailable or is the alleged abuser, BMPC employees and volunteers will refer any such inquiries to the Clerk of Session. The Head of Staff shall be the only person authorized to release any information on behalf of BMPC regarding an abuse allegation except where the law requires others to provide information.
- E.** The Head of Staff will maintain a log of all actions taken regarding the allegation including telephone calls, personal interactions and any correspondence. This log and all documentation relating to the matter shall be kept in a secure confidential file.

- F.** The Head of Staff shall immediately place an accused employee on leave. Such leave may be with or without pay. The Head of Staff shall immediately remove an accused volunteer from service.
- G.** Additionally, to protect the child or youth from further possible abuse or harassment, BMPC will prohibit the accused individual access to the alleged victim and other children and youth in BMPC programs, services and activities.
- H.** If an employee or volunteer is determined by the state authorities to be a perpetrator with respect to a founded report (as that term is defined by the CPSL) of child abuse, such individual's employment or volunteer relationship with BMPC will be immediately terminated.
- I.** With the exception of a termination of employment that results from a determination by the state authorities that an employee is a perpetrator with respect to a founded report of abuse, an employee has the right to appeal the decision to the Personnel Committee. The Personnel Committee will address the situation with the Session in a timely and appropriate manner.
- J.** With the exception of a termination of a volunteer relationship that results from a determination by the state authorities that a volunteer is a perpetrator with respect to a founded report of abuse, a volunteer has the right to appeal the decision to the Session, which will address the situation in a timely and appropriate manner.
- K.** In all cases except those where an allegation of abuse is ultimately determined by the state authorities to be founded (as that term is defined by the CPSL), the Head of Staff will make a determination as to whether the formerly accused individual will be allowed to resume working with/supervising children and youth as an employee or volunteer at BMPC.
- L.** Subject to applicable confidentiality laws, the Head of Staff will provide the Session with a report of the incident and of all steps taken afterwards.
- M.** The following additional steps may be taken when deemed appropriate:
 - 1. In consultation with the BMPC's legal counsel:
 - a. the Head of Staff may notify the parent(s) or legal guardian of the alleged victim;
 - b. The Head of Staff may notify the accused individual.
 - 2. The Head of Staff and/or the Personnel Committee may conduct an internal investigation in addition to that which will be carried out by the authorities. If such internal investigation is conducted, it shall not be conducted until after the state authorities have determined whether the report is founded, indicated or unfounded.

3. The Head of Staff may arrange a meeting with parents and guardians of BMPC's children and youth to explain the situation and answer questions. In the event of such a meeting, the Head of Staff shall act in accordance with all applicable confidentiality laws at all times, including in any discussion that occurs during such a meeting.
4. A brief statement may be prepared and sent to the congregation explaining the situation. That statement should not assign blame, interfere with the victim's privacy, or violate confidentiality concerns.

In the event the Head of Staff is unavailable or is the alleged abuser, actions to be taken by the Head of Staff as set forth above in Section VI shall be taken by the Clerk of Session.

VIII. ENDANGERED ADULTS

Endangered adults will be accorded the same protections as children and youth under this Policy.

IX. POLICY REVIEW AND REVISION

The Personnel Committee will review this Policy at least every three years and recommend revisions to Session as appropriate.

X. APPENDIX

The following sample forms (and Reporting Checklist) will be used in connection with the Policy:

Attachment A	Reporting Checklist
Attachment B-1	Employee Application Form
Attachment B-2	Employee Acknowledgement and Agreement
Attachment B-3	Provisional Employment Affirmation
Attachment C-1	Adult Volunteer Application Form
Attachment C-2	Adult Volunteer Certification, Consent to Reference and Criminal Background Checks and Release
Attachment C-3	Adult Volunteer Exemption Certificate
Attachment C-4	Adult Volunteer Applicant Acknowledgment and Agreement
Attachment D-1	Youth Volunteer Application Form
Attachment D-2	Youth Volunteer Certification, Consent to Reference and Criminal Background Checks and Release

Attachment D-3	Youth Volunteer Exemption Certificate
Attachment D-4	Youth Volunteer Applicant Acknowledgment and Agreement
Attachment E-1	Employee Recommitment Form
Attachment E-2	Employee Recommitment Statement
Attachment F	Adult Leadership Event Form
Attachment G	Approved Driver Application
Attachment H	Private Vehicle Accident Report Form
Attachment I	Disqualifying Crimes
Attachment J	Child Abuse Reporting Form (Form CY-47)

Attachment A

Bryn Mawr Presbyterian Church Reporting Checklist

How to report suspected child abuse as mandated by Pennsylvania law as of December 2014 (source: 23 Pa. C.S. § 6301, *et seq.* and the Montgomery County, Pennsylvania website)

Following the procedures explained in BMPC's Child and Youth Protection Policy, any suspected or actual case of child abuse or neglect must immediately be reported first to the authorities, in the manner set forth below, and then to the Head of Staff.

Reporting Child Abuse or Neglect to the Authorities

- An initial report of suspected or actual child abuse or neglect must be made via the **Toll-free PA Child Abuse Hotline (Childline) at 800-932-0313.**
- A written report must be made **within 48 hours** of the initial report to Montgomery County Child Protective Services either electronically (www.compass.state.pa.us/cwis) or in writing using the attached form (See Attachment J: *Child Abuse Reporting Form (Form CY-47)*).

When to Also Call 9-1-1

- If you are in immediate danger of injury
- If you suspect a child is in immediate danger of injury or if the abuse or injury is happening right now
- If there is a need to collect evidence or maintain a chain of custody of evidence
- **Please note that calling 9-1-1 does not eliminate the requirement to report the matter to the authorities and to the Head of Staff.**

Reporting Child Abuse to BMPC

Immediately after an initial report of suspected or actual child abuse or neglect is submitted to the authorities, the person making the report must make a report to the Head of Staff. If the Head of Staff is the alleged abuser, this report must be made the Clerk of Session.

Attachment B-1

Bryn Mawr Presbyterian Church
EMPLOYMENT APPLICATION

Please Print Clearly

IF YOU REQUIRE ANY ACCOMMODATION(S) DURING THE APPLICATION PROCESS, PLEASE
NOTIFY HUMAN RESOURCES

Bryn Mawr Presbyterian Church (BMPC) is an Equal Opportunity Employer, and as such, will ensure that applicants are treated without regard to race, color, sex, age, religion (except where religion is a bona fide occupational requirement), national origin, pregnancy or familial status, sexual orientation, physical or mental disability, or any other characteristic protected from discrimination by law.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

Date Available for Work: _____

How did you hear about the position you are applying for?

(Please circle your answers or type an "x" to the right of your selection)

Are you legally authorized to work in the US? Yes No

Are you 18 years of age or older? Yes No

If not, do you have a work permit? Yes No

Have you ever applied for employment with or been employed by BMPC? Yes No

If yes, please provide details, including (as applicable) dates of employment, position and reason for leaving: _____

Can you perform the essential functions of the job for which you
are applying with or without reasonable accommodations? Yes No

Education

	Name Address	Area of Study	Did you graduate?	Last Year Completed	Degree
High School					
College					
Graduate School					
Other					

Skills/Experiences

Please list any special skills and or experiences you feel qualify you for employment:

Military

(If you served in the United States Armed Forces please complete the following)

Branch of Service: _____

Skills/Training: _____

Dates of Active Duty: From _____ To _____

Rank at Discharge: _____

References

Name	Relationship	Address	Telephone

Employment History

Please list the last 3 employment positions held, starting with your most recent employment. Do not omit any employers. Use additional pages, if necessary.

Company:	Phone:
Address:	Employed From: To:
Immediate Supervisor Name and Title:	Reason For Leaving:
Your Job Title and Functions:	May we contact this employer? Yes No

Company:	Phone:
Address:	Employed From: To:
Immediate Supervisor Name and Title:	Reason For Leaving:
Your Job Title and Functions:	May we contact this employer? Yes No

Company:	Phone:
Address:	Employed From: To:
Immediate Supervisor Name and Title:	Reason For Leaving:
Your Job Title and Functions:	May we contact this employer? Yes No

If applicable, please explain any significant gaps in your employment history.

[illegible]

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Job Applicant's Agreement and Certification

I certify that the information given by me in this application and in any resume that I have submitted to BMPC is true and complete in all respects, and I agree that if the information given is found to be false or misleading in any way, it shall be considered good cause for denial of employment or discharge.

I further swear and affirm that I have not been nor am I currently involved in any abuse of a minor, nor have I been found to be the perpetrator with respect to a founded report of child abuse. I further certify that I have not been convicted of any of the offenses listed in Exhibit 1 to this Application. *I understand that if I willfully fail to disclose information regarding such crimes and/or offenses herein, I commit a misdemeanor of the third degree and, should I be hired, I shall also be subject to discipline up to and including discharge. I further understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.*

I hereby authorize any references, churches or other organizations listed in this application to furnish to BMPC any information they may have (including employers' and others' opinions), including information regarding my character and fitness for working with children or youth, and release all said references, churches and other organizations from liability for damages of whatever kind or nature that might result from releasing such information to BMPC.

I further hereby authorize BMPC to conduct a criminal background check on me and authorize that any information pertaining to any record of a conviction contained in police files or any similar file maintained about me, whether federal, state or local, be released to BMPC. In making this authorization, I hereby release any law enforcement agencies, BMPC and its agents and employees, and any other persons receiving the results of such background checks from any and all liability resulting from such disclosure.

I understand and acknowledge that if at any time during my employment BMPC has a reasonable belief that I have been arrested for or convicted of an offense listed in Exhibit 1, or have been named as perpetrator in a founded or indicated report of child abuse, BMPC will require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. I agree to comply with any such request.

I understand that nothing contained in this employment application intended to or does create an employment contract between BMPC and myself or entitlement to any employment or other benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon BMPC unless made in writing. If an employment relationship is established, I understand that I will be an at-will employee, meaning that I will have the right to terminate my employment at any time and that BMPC retains the same right to terminate my employment, at any time, for any reason.

I understand that, if employed by BMPC, I may be required to comply with certain other employment, policies, handbooks, work rules, procedures and other requirements and/or standards which may be revised, changed and/or withdrawn, at any time, as determined by BMPC in its own discretion.

Applicant Signature: _____

Date: _____

Print Name: _____

Attachment B-2

Bryn Mawr Presbyterian Church Child and Youth Protection Policy Employee Applicant Acknowledgment and Agreement

In furtherance of my application to be certified to work with children and youth at Bryn Mawr Presbyterian Church (BMPC) I hereby acknowledge that I have received a copy of the BMPC Child and Youth Protection Policy (Policy), that I understand my obligations under the Policy, including my obligation to provide BMPC with written notice within 72 hours if I am arrested for or convicted of an offense that would constitute grounds for denial of employment or exclusion from volunteering or am named as a perpetrator in a founded or indicated report of child abuse, and that I have completed training regarding child and youth protection. I understand that any violation of the Policy or misrepresentation of information that I have provided in connection with my application to work with children/youth at BMPC may result in termination of my employment or volunteer service with children/youth.

Intending to be legally bound, I hereby agree to comply in all respects with the Policy.

Applicant's Signature: _____ Date: _____

Print Name: _____

Date Training Was Completed: _____

Attachment B, Exhibit 1

Disqualifying Crimes

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involves direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).
- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).
- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

Attachment B-3

Provisional Employment Affirmation

In accordance with the requirements of the Child Protection Services Law, I hereby apply for provisional employment for up to 45 days with Bryn Mawr Presbyterian Church (BMPC). In support of that application, I swear and affirm the following:

1. I have a current Pennsylvania Child Abuse History Clearance and have provided its results to BMPC as per their employment policy.
2. I have either a current Pennsylvania State Criminal History or FBI Criminal Background Check and have provided its results to BMPC as per their employment policy.
3. I have applied for all required clearances and have submitted written proof of such application to BMPC, and will provide the results within the 45-day provisional period.
4. I have not been named by the Department of Human Services in the Statewide database as the perpetrator of a “found report” of child abuse.
5. I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crime 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 the Commonwealth of Pennsylvania(including any attempt or conspiracy to commit those offenses):
 - Title 18, Chapter 25 (relating to criminal homicide).
 - Title 18, Section 2702 (relating to aggravated assault).
 - Title 18, Section 2709.1 (relating to stalking).
 - Title 18, Section 2901 (relating to kidnapping).
 - Title 18, Section 2902 (relating to unlawful restraint).
 - Title 18, Section 3121 (relating to rape).
 - Title 18, Section 3122.1 (relating to statutory sexual assault).
 - Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
 - Title 18, Section 3124.1 (relating to sexual assault).
 - Title 18, Section 3125 (relating to aggravated indecent assault).
 - Title 18, Section 3126 (relating to indecent assault).
 - Title 18, Section 3127 (relating to indecent exposure).
 - Title 18, Section 4302 (relating to incest).
 - Title 18, Section 4303 (relating to concealing death of child).
 - Title 18, Section 4304 (relating to endangering welfare of children).
 - Title 18, Section 4305 (relating to dealing in infant children).
 - A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
 - Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Title 18, Section 6301 (relating to corruption of minors).

- Title 18, Section 6312 (relating to sexual abuse of children).
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

I understand that I must be dismissed from employment if I am named as a perpetrator of a founded report of child abuse within the past 5 years or have been convicted of any of the crimes listed above.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying employment or 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 BMPC 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 BMPC has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying employment 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, BMPC 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. The cost of certifications shall be borne by BMPC.

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 termination or denial of employment.

I understand that BMPC is required to maintain a copy of my certifications.

I understand that continued employment exceeding 45 days is contingent upon me returning all required State Clearances to BMPC prior to 45 days from my start date.

I understand that during the initial 45 days of my employment, I am prohibited from working alone with children, and I must work in the immediate vicinity of a permanent employee at all times.

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, and will result in my immediate dismissal of employment.

Applicant: _____ Signature: _____

Date: _____

Witness: _____ Signature: _____

Date: _____

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 2023

NOTARY

Attachment C-1

Bryn Mawr Presbyterian Church Child and Youth Protection Policy Adult Volunteer Ministry Application Form

This application is to be completed by all adult volunteers proposing to work in a capacity such that they will have regular contact children and/or youth at Bryn Mawr Presbyterian Church. This form will be completed as a part of the initial and any subsequent application process required under the Bryn Mawr Presbyterian Church Child and Youth Protection Policy (the Policy). It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs, services and activities.

Name: _____ Date: _____
Last, First, Middle

Address: _____
Street, City, State, Zip

Social Security Number: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

Occupation: _____ Place of Employment: _____

How long at above address? _____. If less than five years, give previous address(es) and number of years at each over past ten years.

Have you lived within Pennsylvania for the last 10 years? Yes: _____ No: _____

If you answered yes, please complete the attached Exception Certification.

If you have not lived within Pennsylvania for the last 10 years, have you obtained a federal criminal record history at any time since you established residency in Pennsylvania?

Yes: _____ No: _____

If you answered yes, please provide a copy of the results to BMPC and complete the attached Exception Certification.

BMPC member: Yes: _____ No: _____

If yes, BMPC member since: _____

List (names and addresses) other churches you attended regularly during the last five years.

What leadership/volunteer experience have you had with children/youth? (Be specific; where possible include dates, place and contacts if not at BMPC.)

Please list all BMPC ministries in which you are or have been involved.

Driver's License No.: _____ State: _____

During the past five years, have you been convicted of or pled guilty or nolo contendere (no contest) with respect to any traffic violation(s)? Yes: _____ No: _____

If yes, please describe all such convictions; in addition describe any conviction for a traffic violation resulting in the suspension of your license, whether or not within the past five years.

Do you have any medical training? _____

Are you CPR certified? _____

Personal References: (Must be over 18 years old and not related to you.)

Name: _____

Address _____

Phone: _____ Relationship: _____

Name: _____

Address _____

Phone: _____ Relationship: _____

The following questions are necessary in order to help ensure a safe and secure environment for our children and for the protection of our volunteers and/or paid staff. All information is held strictly confidential.

Please answer these questions, providing an explanation for the circumstances giving rise to any affirmative answer. If you have any concerns regarding the questions, please consult with the Child/Youth Protection Committee:

Have you been convicted of or pled guilty or nolo contendere to a felony or misdemeanor?

Yes _____ No _____

If yes, please explain: _____

Have you ever been named as a perpetrator in a founded report of child abuse?

Yes _____ No _____

If yes, please explain: _____

Have you been adjudicated a delinquent (a juvenile conviction) in connection with any felony or misdemeanor? Yes _____ No _____

If yes, please explain: _____

Do you currently use illegal drugs and/or abuse alcohol? ? Yes _____ No _____

If yes, please explain: _____

Have you ever been denied participation in supervising children or youth activities in any organization? Yes _____ No _____

If yes, please explain: _____

Is there any reason that you cannot safely work with or would potentially cause harm to children or youth? _____

If yes, please explain.

Attachment C-2

Volunteer Applicant's Certification, Consent to Reference and Criminal Background Checks and Release

1. Certification

I hereby certify that the information in this Application is true and correct to the best of my knowledge, information and belief. I further certify that I have not been nor am I currently involved in any abuse of a minor, nor have I been found to be the perpetrator with respect to a founded report of child abuse. I further certify that I have not been convicted of any of the offenses listed in the CPSL (see Exhibit 1 to this Application).

I understand that if I willfully fail to disclose information herein, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position. I further understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

2. Consent to Reference and Criminal Background Checks

I hereby authorize any references, churches or other organizations listed in this application to furnish to Bryn Mawr Presbyterian Church (BMPC) any information they may have (including employers' and others' opinions) regarding my character and fitness for working with children or youth, and release all said references, churches and other organizations from liability for damages of whatever kind or nature that might result from releasing such information to BMPC.

I hereby authorize BMPC to conduct a criminal background check on me and authorize that any information pertaining to any record of a conviction contained in police files or any similar file maintained about me, whether federal, state or local, be released to BMPC. In making this authorization, I hereby release any law enforcement agencies, BMPC and its agents and employees, and any other persons receiving the results of such background checks from any and all liability resulting from such disclosure.

I understand and acknowledge that if, during the period of my volunteer service, BMPC has a reasonable belief that I have been arrested for or convicted of an offense listed in Exhibit 1, or have been named as perpetrator in a founded or indicated report of child abuse, BMPC will require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. I agree to comply with any such request.

Applicant's Signature: _____ Date: _____

Print Name: _____

Attachment C-3

EXCEPTION CERTIFICATION FOR VOLUNTEERS

Pursuant to the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (b.1) (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, because:

- the position I am applying for is unpaid;
- I am not disqualified from service under the CPSL;
- I have not been convicted of an offense similar in nature to those disqualifying crimes specified in listed in Exhibit 1; **and**

either:

- I have been a resident of Pennsylvania during the entirety of the previous ten-year period; **or**
- I have obtained a federal criminal record history since establishing residency in Pennsylvania and have provided BMPC with a copy of the results of this federal criminal record history.

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.

Applicant's Signature: _____ Date: _____

Print Name: _____ Date: _____

_____ Date: _____

Attachment C-4

Bryn Mawr Presbyterian Church Child and Youth Protection Policy Adult Volunteer Applicant Acknowledgment and Agreement

In furtherance of my application to be certified to work with children and youth at Bryn Mawr Presbyterian Church (BMPC) I hereby acknowledge that I have received a copy of the BMPC Child and Youth Protection Policy (Policy), that I understand my obligations under the Policy, including my obligation to provide BMPC with written notice within 72 hours if I am arrested for or convicted of an offense that would constitute grounds for denial of employment or exclusion from volunteering or am named as a perpetrator in a founded or indicated report of child abuse, and that I have completed training regarding child and youth protection. I understand that any violation of the Policy or misrepresentation of information that I have provided in connection with my application to work with children/youth at BMPC may result in termination of my employment or volunteer service with children/youth.

Intending to be legally bound, I hereby agree to comply in all respects with the Policy.

Applicant's Signature: _____ Date: _____

Print Name: _____

Date Training Was Completed: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment C, Exhibit 1

Disqualifying Crimes

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involves direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).
- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).
- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment D-1

**Bryn Mawr Presbyterian Church
Child and Youth Protection Policy
Youth Volunteer Application Form**

This application is to be completed by all youth volunteers proposing to work with children and/or youth programs. This form will be completed as a part of the initial and any subsequent application process required under the Bryn Mawr Presbyterian Church Child and Youth Protection Policy (the Policy). It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs, services and activities.

Date: _____

Name: _____ Birth Date: _____
Last, First, Middle

Address: _____
Street, City, State, Zip

Home Phone: _____ Cell Phone: _____

Personal: [] Family: []

Current School: _____

Please list any other schools you have attended in the past three (3) years:

How long at above address? _____. If less than five years, give previous address(es) and number of years at each over past ten years. (*Attach document for additional space.*)

Have you lived within Pennsylvania for the last 10 years? Yes: _____ No: _____

If you answered yes, please complete the attached Exception Certification.

If you have not lived within Pennsylvania for the last 10 years, have you obtained a federal criminal record history at any time since you established residency in Pennsylvania?

Yes: _____ No: _____

If you answered yes, please provide a copy of the results to BMPC and complete the attached Exception Certification.

BMPC member: Yes: _____ No: _____ If yes, BMPC member since: _____

List (names and addresses) other churches you attended regularly during the last five years.

What leadership/volunteer experience have you had with children/youth? (Be specific; where possible include dates, place and contacts if not at BMPC.)

Please list all BMPC ministries in which you are or have been involved.

Driver's License No.: _____ State: _____

During the past five years, have you been convicted of or pled guilty or nolo contendere (no contest) with respect to any traffic violation(s)? Yes: _____ No: _____

If yes, please describe all such convictions; in addition describe any conviction for a traffic violation resulting in the suspension of your license, whether or not within the past five years.

Do you have any medical training? _____

Are you CPR certified? _____

References

1) School Reference: *a teacher, counselor, or coach who knows you at school*

Name: _____

Address: _____

Email: _____

Phone: _____ Relationship: _____

2) Personal Reference: *an adult (over 18) you are not related to*

Name: _____

Address: _____

Email: _____

Phone: _____ Relationship: _____

3) Personal Reference: *an adult (over 18) you are not related to*

Name: _____

Address: _____

Email: _____

Phone: _____ Relationship: _____

The following questions are necessary in order to help ensure a safe and secure environment for our children and for the protection of our volunteers and/or paid staff. All information is held strictly confidential.

Please answer these questions, providing an explanation for the circumstances giving rise to any affirmative answer. If you have any concerns regarding the questions, please consult with the Child/Youth Protection Committee:

Have you been convicted of or pled guilty or nolo contendere to a felony or misdemeanor?

Yes _____ No _____

If yes, please explain: _____

Have you ever been named as a perpetrator in a founded report of child abuse?

Yes _____ No _____

If yes, please explain: _____

Have you been adjudicated a delinquent (a juvenile conviction) in connection with any felony or misdemeanor? Yes _____ No _____

If yes, please explain: _____

Do you currently use illegal drugs and/or abuse alcohol? ? Yes _____ No _____

If yes, please explain: _____

Have you ever been denied participation in supervising children or youth activities in any organization? Yes _____ No _____

If yes, please explain: _____

Is there any reason that you cannot safely work with or would potentially cause harm to children or youth? _____

If yes, please explain.

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment D-2

**Youth Volunteer Applicant's Certification, Consent to
Reference and Criminal Background Checks and Release**

1. Certification

I hereby certify that all of the information in this Application is true and correct to the best of my knowledge, information and belief. I further certify that I have not been nor am I currently involved in any abuse of a minor, nor have I been found to be the perpetrator with respect to a founded report of child abuse. I further certify that I have not been convicted of any of the offenses listed in the CPSL (see Exhibit 1 to this Application).

I understand that if I willfully fail to disclose information herein, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position. I further understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

2. Consent to Reference and Criminal Background Checks

I hereby authorize any references, churches or other organizations listed in this application to furnish to Bryn Mawr Presbyterian Church (BMPC) any information they may have (including employers' and others' opinions) regarding my character and fitness for working with children or youth, and release all said references, churches and other organizations from liability for damages of whatever kind or nature that might result from releasing such information to BMPC.

I hereby authorize BMPC to conduct a criminal background check on me and authorize that any information pertaining to any record of a conviction contained in police files or any similar file maintained about me, whether federal, state or local, be released to BMPC. In making this authorization, I hereby release any law enforcement agencies, BMPC and its agents and employees, and any other persons receiving the results of such background checks from any and all liability resulting from such disclosure.

I understand and acknowledge that if, during the period of my volunteer service, BMPC has a reasonable belief that I have been arrested for or convicted of an offense listed in Exhibit 1, or have been named as perpetrator in a founded or indicated report of child abuse, BMPC will require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. I agree to comply with any such request.

Applicant's Signature: _____

Date: _____

Print Name: _____

Signature of Youth Applicant's Parent/Guardian

Date: _____

Print Name: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment D-3

EXCEPTION CERTIFICATION FOR YOUTH VOLUNTEERS

Pursuant to the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (b.1) (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, because:

- the position I am applying for is unpaid;
- I am not disqualified from service under the CPSL;
- I have not been convicted of an offense similar in nature to those disqualifying crimes specified in listed in Exhibit 1; **and**
either:
 - I have been a resident of Pennsylvania during the entirety of the previous ten-year period; **or**
 - I have obtained a federal criminal record history since establishing residency in Pennsylvania and have provided BMPC with a copy of the results of this federal criminal record history.

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.

Applicant's Signature: _____ Date: _____

Print Name: _____

Signature of Youth Applicant's Parent/Guardian

Date: _____

Print Name: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment D-

**Bryn Mawr Presbyterian Church
Child and Youth Protection Policy
Youth Volunteer Applicant Acknowledgment and Agreement**

In furtherance of my application to be certified to work with children and youth at Bryn Mawr Presbyterian Church (BMPC) I hereby acknowledge that I have received a copy of the BMPC Child and Youth Protection Policy (Policy), that I understand my obligations under the Policy, including my obligation to provide BMPC with written notice within 72 hours if I am arrested for or convicted of an offense that would constitute grounds for denial of employment or exclusion from volunteering or am named as a perpetrator in a founded or indicated report of child abuse, and that I have completed training regarding child and youth protection. I understand that any violation of the Policy or misrepresentation of information that I have provided in connection with my application to work with children/youth at BMPC may result in termination of my employment or volunteer service with children/youth.

Intending to be legally bound, I hereby agree to comply in all respects with the Policy.

Applicant's Signature: _____ Date: _____

Print Name: _____

Signature of Youth Applicant's Parent/Guardian

Date: _____

Print Name: _____

Date Training Was Completed: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment D, Exhibit 1

Disqualifying Crimes

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involves direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).
- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).
- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment E-1

**Bryn Mawr Presbyterian Church
Child and Youth Protection Policy
Employee Recommitment Form**

This renewal of commitment form is to be completed every three years by all employees of Bryn Mawr Presbyterian Church. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs, services and activities.

Name: _____ Date: _____
Last, First, Middle

Address: _____
Street, City, State, Zip

Home Phone: _____ Work Phone: _____
Cell Phone: _____

Occupation: _____ Place of Employment: _____

Driver's License No.: _____ State: _____

Since the date of your certification/last recertification, have you been convicted of, or pled guilty or nolo contendere (no contest) to any criminal charges that affect your eligibility to work with children and/or youth under this Policy, including a conviction of any crime listed in Exhibit 1 to this Form? Yes ____ No ____

If yes, please explain: _____

Since the date of your certification/last recertification, have you been named as a perpetrator in a founded or indicated report of child abuse? Yes ____ No ____

If yes, please explain: _____

Since the date of your certification/last recertification, have you been convicted of, or pled guilty or nolo contendere (no contest) to any traffic violation(s)? Yes ____ No ____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

If yes, please explain: _____

Do you have any medical training? _____

Are you CPR certified? _____

Is there any reason that you cannot safely work with or would potentially cause harm to
children? Yes _____ No _____

If yes, please explain: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment E-2

Employee Recommitment Statement

I hereby certify that the information I have provided in this Recommitment Form is true and correct to the best of my knowledge, information and belief. I hereby acknowledge that I have received a copy of the BMPC Child and Youth Protection Policy (Policy), that I understand my obligations under the Policy, including my obligation to provide BMPC with written notice within 72 hours if I am arrested for or convicted of an offense that would constitute grounds for denial of employment or am named as a perpetrator in a founded or indicated report of child abuse, and that I have received retraining regarding child and youth protection. I understand that any violation of the Policy or misrepresentation of information that I have provided in connection with my application to work with children/youth of BMPC or in this Recommitment Form may result in termination of my employment.

Intending to be legally bound, I hereby agree to comply in all respects with the Policy.

Employee's Signature: _____ Date: _____

Print Name: _____

Date Retraining was Completed: _____

_____ Date: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

**Attachment E, Exhibit 1
Disqualifying Crimes**

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involves direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).
- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).
- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment F

**Bryn Mawr Presbyterian Church
Child and Youth Protection Policy
Adult Leadership Event Form**

Instructions to Event Organizer: Complete and sign this form and submit to Administrative Assistant for Children and Family Ministry at least 14 days in advance of the subject event. If two different age groups, children (12 and under) and youth (13 and older), are participating in the same event, two separate forms should be completed and submitted.

Event: _____ Date(s): _____

Sponsoring Ministry: _____ Overnight: No ___ Yes ___ #Nights ___

Primary Staff Person: _____ Contact Person: _____

Expected Number of Children or Youth: _____ Girls: _____ Boys: _____

Transportation (church or personal vehicle, chartered bus, other) _____
(Drivers of church or personal transportation requires copy of Driver License and proof of insurance.)

Name of Approved Adult or Youth Volunteer (age)	Age (if under 25)	Lead Volunteer Yes/No/NA	Date Most Recently C&YPP Approved (if known)

Event Organizer Signature: _____ Date: _____

C&YPP Coordinator Review: _____ Date: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Form G: BMPC VOLUNTEER DRIVER FORM

As required by our insurer, we will need to obtain and file a Motor Vehicle Report outlining your driving history for the previous 3 years. Please complete the attached “Notice – Background Investigation” (provided by our background check processor). The information collected will be used only to obtain your Motor Vehicle Report.

Along with the form, please provide the following:

- a. Valid driver’s license**
- b. Proof of current insurance**

Should you have any questions, please contact Mary Richards at MaryRichards@bmpc.org

NOTICE – BACKGROUND INVESTIGATION

In connection with your employment with Bryn Mawr Presbyterian Church (the “Church”), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Church and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow the Church to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization and throughout the course of my employment, if applicable.

Signature: _____

Date: _____

Print Full Name: _____

Date of Birth: _____

Address: _____

SSN: _____

Driver’s License Number: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment H

Bryn Mawr Presbyterian Church Vehicle Accident Report

Date of accident: _____ Time of accident: _____

Location of accident (be specific): _____

Driver of vehicle from BMPC: _____

Driver's license #: _____ Vehicle plate: _____

How accident occurred (be specific): _____

Extent of damage to vehicle (be specific): _____

Extent of damage to other vehicle: _____

Other(s) Driver's license #: _____ Vehicle plate: _____

Driver's address: _____

Make of vehicle: _____

Vehicle insurance carrier: _____ Policy number: _____

Insurance agent: _____ Phone #: _____

Name of all passengers and injuries (use back of form), if any: _____

Name(s) of other witnesses:

Name: _____ Phone: _____

Name: _____ Phone: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Name: _____

Phone: _____

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE BMPC CHILD AND YOUTH PROTECTION POLICY**

Attachment I

Disqualifying Crimes

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involves direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).
- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).
- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

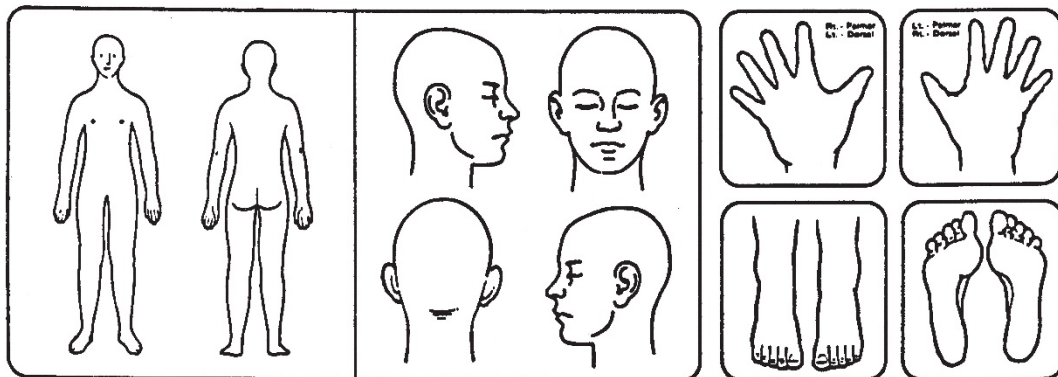
**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
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Attachment J

**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 <input type="checkbox"/> M <input type="checkbox"/> 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 <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names) NAME (Last, First, Initial)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial) RELATIONSHIP TO CHILD	
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	



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**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
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7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:	
<input type="checkbox"/> NOTIFICATION OF CORONER OR MEDICAL EXAMINER <input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> X-RAYS <input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> MEDICAL TEST(S) <input type="checkbox"/> TAKEN INTO PROTECTIVE CUSTODY <input type="checkbox"/> HOSPITALIZATION <input type="checkbox"/> OTHER (Specify)
8. SAFETY CONCERNS AND RISK FACTORS:	
A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE 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. <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND 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? <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT 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). <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED? <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY 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. <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	

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:

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