



TEMPLE LUTHERAN CHURCH

Child and Youth Safety Policy

Approved December 14, 2020

Updated Effective May 6, 2021

The Child and Youth Safety Committee will review this policy and forms on an annual basis. The Committee can make changes, with the approval of the Council President and Pastor, with Council given two weeks notice prior to the effective date.

CHILD AND YOUTH SAFETY POLICY

Statement of Purpose

Temple Lutheran Church is committed to maintaining an 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 caregivers 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 abuse of children or youth in 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 church property. TLC has established this Child and Youth Safety 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 Child and Youth Safety Policy applies to all those who work with children and youth through TLC programs both on and off church property, including full-time and part-time church employees as well as volunteers, whether they be church members, visitors, or guests.

Outside organizations using TLC facilities are responsible for maintaining their own child and youth safety policies.

Definitions

- **Abuse** - a non-accidental injury or pattern of injuries (physical or mental) to a child or youth. Abuse may include any of the following:
 - **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.
 - **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.
 - **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

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or attempted sexual assault. Sexual abuse may consist of numerous acts over a period of time or a single incident.

- **Approved Adult** - anyone 18 years of age or older who has completed the application procedure for Approved Adults, including obtaining the required background clearances and completing the applicable training.
- **Employee** - anyone who provides services for the church and receives compensation in the form of salary, wages, and/or benefits and works on church property. Prior to starting employment, all employees must complete the Approved Adult application and provide clearances.
- **Mandated Reporter** - a person who is required to report to state authorities when he or she has reasonable cause to suspect that a child is a victim of child abuse in accordance with the Pennsylvania Child Protective Services Law. The applicable category for TLC is an individual - paid or unpaid - who, on the basis of their role as an integral part of a regularly scheduled program, activity or service, are responsible for the child's welfare or has direct contact with children.
- **Non-Approved Adult** - anyone 18 years of age or older present and assisting in a church-sponsored child or youth program or activity who has not obtained CPSL clearances.
- **Permissive Reporter** - individuals who are encouraged to report suspected child abuse but not required by law.
- **Trusted Adult** - anyone 18 years of age or older present and assisting in a church-sponsored child or youth program or activity who has obtained the required background clearances.
- **Volunteer** - anyone who provides services for the church, who receives no compensation in the form of salary, wages, or benefits, and who routinely interacts with children to provide for their care, education, supervision, guidance, or control.
- **Youth Volunteer** - anyone under 18 years of age who works under the supervision of two Approved Adults and who routinely interacts with children to provide for their care, education, supervision, guidance, or control.
- **Youth Ministry Program** - any children or youth-based church-sponsored program or activity
- **Youth Ministry Leader** - any employee or Approved Adult who is responsible for a youth ministry program

Appropriate Behavioral Guidelines

General Guidelines

With the goal that a nurturing Christian environment for children is maintained within the TLC community, to protect children who participate in activities sponsored by the church from sexual, mental, and/or physical abuse, and to protect TLC members from false allegations of abuse, TLC has adopted the following policy:

1. **Child Abuse Prohibited:** Those who accept the special responsibility of working with TLC's children and youth shall not violate that responsibility by engaging in child abuse defined above in "Definitions."

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2. Supervision.

1. **On Church Property:** At least one Approved Adult should be present during any Youth Ministry Program. For larger events two Approved Adults must be present. Where there are multiple rooms being used, a Trusted Adult must be present in each room. Non-Approved Adults may be present during any such activity but must be supervised by an Approved or Trusted Adult. Doors should be left open to allow easy observation of the room. At no time, should an adult be in a one-on-one situation with youth, unless parental consent has been obtained in advance.
 2. **Off Church Property:** Two Approved Adults are required for any Youth Ministry Program which leaves the church property. Any other adults need to be Trusted Adults. When participating in an event sponsored by another organization, these TLC policies need to be followed, as well as those of the sponsoring organization.
- 3. Expressions of Affection:** True expressions of affection toward children can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child or a pat on the back can be a small but significant act for both the adult and the child. That being said, adults must use caution and common sense when physically expressing affection toward children. They should:
1. Respect a child's refusal of affection.
 2. Never make a child feel uncomfortable.
 3. Be aware of appropriate hand placement. A child or an observer could misinterpret a pat on the bottom or a hug.
- 4. Permission Slips:** Children and youth must have permission to participate in any overnight activity or any activity that takes place away from church grounds. That permission must be in writing and signed by a parent or legal guardian. It must identify the activity in which the child or youth will be participating. Permission slips are not required when all children or youth (or their parents) provide their own transportation to and from the event, which includes informal car pools.
- 5. Overnight Rule:** Overnight activities involving children shall be supervised by at least two Approved Adults and only Approved Adults shall attend. If the event involves children of both genders, then there should be at least one Approved Adult of each gender.
- 6. Transportation of Children:** When children and youth are transported for church activities:
- a. It is strongly recommended that ALL employees/volunteers who drive their personal vehicles for insured activities have minimum liability limits of \$100,000/\$300,000. All drivers transporting youth must fill out the Volunteer Driver form. Forms are valid for one year.
 - b. When personal vehicles are used, the driver of the vehicle must be 18 years of age or older.
 - c. Children and youth shall be transported in groups with at least one Approved or Trusted Adult in each vehicle.
 - d. When only one child is being transported by a non-parental or non-guardian adult, there shall be two adults present, one of which must be an Approved Adult. However, parents or guardians may in writing designate on the permission form an adult they trust to transport their child without a second adult present.

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- e. For trips of more than 50 miles, the Trip Event Form must be filled out and approved by the Pastor or Children, Youth, and Family minister and one other person not attending the trip (e.g., Council President).
- 7. Safe Ministry Communication:** Texting, e-mailing, and other forms of electronic communication have become common today among children, youth, and adults. Electronic communication can be a vital part of ministry work, but their improper use can produce serious consequences. In order to promote safety and to create a healthy environment for electronic communication between staff, volunteers, and especially among our children and youth, the following guidelines must be our safe ministry practice:
 - a. Youth Ministry Leaders are encouraged to talk to the youth about the potential harm to themselves and others in transmitting content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful.
 - b. Except in an emergency, any personal information pertaining to a child, such as name, phone number, e-mail address, or photographs, without the consent of the youth ministry participant and his or her parent or guardian shall not be transmitted. This applies to group texting, group e-mail, website posting, blogging, Twitter feed, or any other public method of electronic communication.
 - c. Youth Ministry Leaders will discourage students from using cell phones during ministry programs except in an emergency, to contact a parent or guardian, or to place calls specifically approved by the leader.

Electronic and Social Media

TLC has a robust website that helps 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 TLC pastors, staff, volunteers, youth and children when those communications relate to TLC programs, services, and activities:

- a. No person shall post or permit to be posted any confidential information about TLC, its programs, services and activities, members or those who participate in its programs, services, or activities.
- b. All communications related to TLC activities/events must maintain a professional and appropriate style.
- c. No person shall engage in electronic communications that violate any TLC policy or any local, state, or federal law.
- d. In all communications related to TLC programs, services and activities or made during TLC 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 political views, unauthorized or illegal distribution, reproduction or use of copyrighted materials, fraternization or otherwise crossing the line between profession and personal boundaries, or suggestive in nature.

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- e. Use/posting by TLC of photographs or videos of children and youth and of their TLC-sponsored activities will conform to the following guidelines:
 - TLC will honor the request of any parent or legal guardian who asks that her/his child not appear in any church publications or website.
 - TLC will obtain written permission from parents and/or guardians before a photo or video of a child/youth is used electronically or in print (see [Media Release Form](#)). Be aware that this policy does not apply to individuals who may post to their own personal social media photos or videos that include children.
 - TLC will not “tag” ANY children and youth in images used on social media.
 - TLC recognizes the delicate balance between desire for full participation by child and personal privacy. TLC will endeavor to work with parents and children on achieving this balance.

Application/Screening/Training

Adult Volunteers

TLC requires that adults responsible for the care, supervision, guidance, or control of children during routine interaction with children and seeking to obtain Approved Adult status complete the following application process in order to become an Approved Adult. All church employees or rostered leaders must become Approved Adults.

1. Complete the Adult Application Form.
2. Provide to the church officials copies of valid background certifications (dated within 60 months) as required by the CPSL.
 - a. *The Pennsylvania State Police Criminal Record Check*
 - b. *Pennsylvania Child Abuse History Certification*
 - c. *The Federal Bureau of Investigation Fingerprint Criminal History Background Check.*
3. Volunteers who have lived in Pennsylvania continuously for the last 10 years may complete an approved affidavit in lieu of the FBI fingerprint check (available from TLC). There is no charge for the two Pennsylvania certifications for volunteers.
 - a. Volunteers may present valid background certifications obtained for other employment or volunteer situations; employees may present valid background checks obtained for other employment, but may not use certifications from volunteer situations. In all cases, copies must be presented for review and filing.
4. Successfully complete and provide a certificate from a PA approved training course for Mandated Reporters as found on the Keep Kids Safe website: <http://www.keepkidssafe.pa.gov/resources/training/index.htm>. The University of Pittsburgh’s Child Welfare Resource Center training (<http://www.reportabusepa.pitt.edu/>) is a free course. This must have completed within the past 60 months.
5. Applications and related papers will be in a confidential file under the jurisdiction of the Pastor, Child and Youth Safety Committee Leader, or designee.
6. The three CPSL certifications and Mandated Reporter training are only valid for five years from the date of certification and will need to be renewed after that.
7. All volunteers serve at the discretion of a Youth Ministry Leader, Child and Youth Safety Committee Leader, or Pastor.

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Minor Employees/Volunteers

Under CPSL, minor employees (under age 18) who are persons responsible for a child's welfare or a person with direct contact with children through a program, activity, or service must obtain *The Pennsylvania State Police Criminal Record Check* and *Pennsylvania Child Abuse History Certification*, but are exempt by CPSL from needing the FBI certification, provided that the minor and his/her parents swear and affirm in writing that the minor has not been convicted of a disqualifying crime in a location outside of Pennsylvania or placed on another state's child abuse registry. TLC has prepared a Youth Employee Affidavit form for this purpose.

Minor volunteers are not required to provide any certifications, but do need to fill out the Volunteer Form for Minors.

Mandated Reporter

A Mandated Reporter must make a report of suspected child abuse:

- If he or she has reasonable cause to suspect that a child is a victim of child abuse.
- A person makes a specific disclosure to the Mandated Reporter that an identifiable child is the victim of child abuse. Nothing requires the Mandated Reporter to have direct contact with the child in order to make a report.
- An individual 14 years of age or older makes a specific disclosure to the Mandated Reporter that the individual has committed child abuse.

A Mandated Reporter makes a report of suspected child abuse in accordance with the procedure outlined below.

Reporting/Response to Allegations

Reporting

1. Reasonable Suspicion

Reasonable suspicion that a child has been the victim of abuse, and not actual proof, is sufficient to make a report. The initiative for investigating abuse resides with the Department of Human Services and should not be carried out by the reporter.

2. Permissive Reporting

- a. Anyone - not only a Mandated Reporter - who witnesses or has reasonable suspicion that a child has been abused by anyone (including the child's family, guardians, an Approved Adult, or volunteer) may report it to the Pennsylvania Department of Human Services ChildLine and Abuse Registry (800-932-0313), or online at <https://www.compass.state.pa.us/cwis/public/home>
- b. The reporter should then notify the Pastor of the report (or the Child and Youth Safety Committee Leader if the Pastor is unavailable or is the suspected abuser).

3. Mandated Reporting

- a. A Mandated Reporter who witnesses or has reasonable suspicion that a child has been abused by anyone (including the child's family, guardians, an Approved Adult, or volunteer) **must by law make an immediate and direct report in the following manner:**

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- i. Electronically at <https://www.compass.state.pa.us/cwis/public/home>, a confirmation of which will be received from the PA Department of Human Services
 - ii. Orally to the Department of Human Services ChildLine (800-932-0313). An oral report must be followed up within 48 hours.
 - iii. Paper written reports use [PA State Form CY-47](#).
 - b. After making a report to ChildLine, a Mandated Reporter is required to immediately thereafter notify the Pastor or the Child and Youth Safety Committee Leader if the Pastor is unavailable or is the suspected abuser.
 - c. After completing both a. and b. above, the Mandated Reporter must provide a copy of the confirmation received from electronic submission to the Department of Human Services, to the Pastor or the Child and Youth Safety Committee Leader if the Pastor is unavailable or is the suspected abuser.
 - d. Under CPSL, if a Mandated Reporter willfully fails to report child abuse, the penalties range from a misdemeanor of the second degree to a felony of the second degree.
- 4. All Reporters**
- a. Under CPSL, a Reporter is immune from civil and criminal liability as long as the report was made in good faith.
 - b. Under CPSL, a Reporter's identity is kept confidential with the exception of being released to law enforcement officials or the district attorney's office.

Response to Allegations

1. The Pastor or the Congregation Council President shall put TLC's insurance carrier on notice of the filing of a report of suspected child abuse.
2. TLC will cooperate with all state officials in the investigation of any reported instance of suspected child abuse.
3. The Pastor or TLC Council President will notify parents or guardians of all children involved in an alleged incident, unless the parents or guardians are the persons suspected of the abuse. The phone call or visit will be documented. This notification should remain factual and not offer opinions or thoughts about the event or how it occurred. The parent or legal guardian should be advised that any investigation of the claim will be under the auspices of the appropriate state agency.
4. The Pastor or Child and Youth Safety Committee Leader will prepare for TLC Council a **confidential**, written summary of all reports of suspected child abuse, keeping the name of the reporter confidential. The summary should include steps taken in response and should be updated as necessary. This reporting shall occur in an executive session of the council so that confidentiality can be maintained.
5. The TLC Church Council will determine whether the congregation should engage legal counsel in consultation with the insurance carrier.
6. The TLC Church Council will authorize the Pastor or one of the Council members to act as the official spokesperson for the congregation. Only the authorized person(s) can speak for TLC to the news media, government agencies, attorneys, or others. If counsel has been appointed, assigned, or retained, any communication concerning the event should first be reviewed with counsel.

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7. All other steps taken to respond to an allegation of child abuse will be approved in advance by TLC Church Council and will as far as possible be documented by TLC Church Council.
8. All communications within the congregation regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child victim and the person suspected of child abuses while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed.
9. TLC shall keep the Synod Bishop's Office apprised of all developments.

Additional Forms

All forms below are available as individual fillable PDFs. The Media Release Form is also available as an online form.

1. TLC Adult Application Form
2. TLC Adult Application Form Additional Information (Updated 6/14/2024)
3. Volunteer Affidavit in Lieu of FBI Clearances
4. TLC Volunteer Form for Minors
5. Youth Employee Affidavit in Lieu of FBI Clearances
6. TLC Permission Slip for Youth
7. TLC Media Release Form
8. TLC Trip Event Form
9. TLC Volunteer Driver Form



**Employee and Volunteer
Youth Ministry Application Form ("Approved Adult" Form)**

Date of Application _____

Personal Information

Name		Email		
Address		City	State	Zip
Home Phone	Work Phone	Cell Phone		
Occupation		Employer		

Are you 18 years of age or older? ☐ Yes ☐ No

How long have you lived at the above address? _____

If less than five years, give previous address(es) and number of years at each over five years.

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

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.

Are you CPR certified? ☐ Yes ☐ No

Do you have any medical training? ☐ Yes ☐ No If yes, please provide type / level of training.

**NOTE: CONFIDENTIAL INFORMATION - TO BE USED ONLY AS
STATED IN THE TLC CHILD AND YOUTH SAFETY POLICY**



**Employee and Volunteer
Youth Ministry Application Form ("Approved Adult" Form)**

Personal References: Personal references are required if you are not a Mission Partner of TLC or have been a Mission Partner for less than three years. References must be over 18 years old and not related to you.

Name	Relationship		
Address	City	State	Zip
Email	Phone		

Name	Relationship		
Address	City	State	Zip
Email	Phone		

Criminal History

The following questions are necessary 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 and Youth Safety Committee

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

☐ Yes ☐ No

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

☐ Yes ☐ No

3 - Do you currently use illegal drugs and/or abuse legal drugs or alcohol? ☐ Yes ☐ No

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

Use this space to explain any "yes" answers, referencing the question number.

Certification

I hereby certify that the above information 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 on the Disqualifying Crimes list, contained in a separate document: "Additional Information for Approved Adult Application"

Initial Here _____

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**Employee and Volunteer
Youth Ministry Application Form ("Approved Adult" Form)**

Clearance and Training Certifications

Three separate clearances are required to comply with the Pennsylvania Child Protective Services Law:

- Pennsylvania Child Abuse History Clearance; \$13 for employees, fees waived for volunteers
- Pennsylvania Criminal Record Check; \$22 for employees, fees waived for volunteers
- Federal Bureau of Investigations (FBI) Criminal Background Check; \$23 (requires fingerprinting). For volunteers who have lived in PA continuously for the past 10 years, an affidavit may be completed in lieu of the FBI background check

In addition, TLC requires the successful completion of a PA approved training course for Mandated Reporters.

Certificates for each of these four items will be required for a complete Approved Adult application. More information on obtaining these certificates can be found in a separate document: "Additional Information for Approved Adult Application"

Consent to Reference

I hereby authorize any references or organizations listed in this application to furnish to Temple Lutheran Church any information or opinions they may have regarding my character and fitness for working with children or youth, and release all said references or organizations from liability for damages of whatever kind or nature that might result from releasing such information to TLC.

Initial Here _____

Acknowledgement and Agreement

In furtherance of my application to be allowed to work with children and youth at Temple Lutheran Church I hereby acknowledge that I have received a copy of the TLC Child and Youth Safety Policy and that I have had an opportunity to read the Policy, and that I understand my obligations under the Policy. 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 TLC 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 this Policy.

Initial Here _____

CYSP Covenant

I accept the responsibility to nurture the Christian faith and well-being of the children and youth of Temple Lutheran Church, and to care for them as Christ cares for me. ("I...will tend the flock of God that is in my charge...willingly, as God would have me do it....." - I Peter 5:2)

Initial Here _____

Applicant's Signature: _____ Date: _____

CHURCH USE ONLY

Received (indicate date of clearance/certificate, not date received):

_____ PA Child Abuse History Clearance	_____ FBI Background Check
_____ PA Criminal Record Check	OR
_____ Training Certificate	_____ Affidavit

**NOTE: CONFIDENTIAL INFORMATION - TO BE USED ONLY AS
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**Employee and Volunteer
Youth Ministry Application Form
("Approved Adult" Form)
Additional Information**

PENNSYLVANIA CHILD PROTECTIVE SERVICES LAW CLEARANCES

Three separate clearances are required:

- Pennsylvania Child Abuse History Clearance; \$13 for employees, fees waived for volunteers
- Pennsylvania Criminal Record Checks for Volunteers; \$22 for employees, fees waived for volunteers
- Federal Bureau of Investigations (FBI) Criminal Background Check (requires fingerprinting); \$25.25 for employees, \$23.25 for volunteers
 - For volunteers only, those who have been a continuous resident of Pennsylvania for the past 10 years can obtain a waiver of the FBI background check by swearing or affirming in writing that they are not disqualified from service based upon a conviction of an offense under §6344. There is an affidavit that can be used for this purpose.

Other Info

- Keep Kids Safe: <https://www.pa.gov/en/agencies/dhs/resources/keep-kids-safe.html>
- Clearances that have been obtained in Pennsylvania within the past 60 months are acceptable and considered current.
- Clearances obtained for employment purposes are acceptable for volunteer purposes.
- Clearances obtained for volunteer purposes are NOT acceptable for employment purposes.
- Clearances are not required for volunteers under 18 years of age.
- Website links and specific instructions are subject to change. Please notify cysc@templelutheran.org if you find a discrepancy.

Pennsylvania Child Abuse History Clearance

Apply online at <https://www.compass.state.pa.us/cwis/public/home>

- Sign in with your Keystone ID or Create a new Keystone ID. Once you have logged in with your Keystone ID, click on "Create Clearance Application."
- After answering all questions, you may request that a paper version be sent to you, although the electronic version you can print later is acceptable for TLC.
 - You will need to provide addresses for all residences and the people you have lived with since 1975.
- You will get an email from RA-SPPATCH-E-Notify@pa.gov with a Request Confirmation, stating you will receive an email notification of the outcome within 14 days.

Pennsylvania Criminal Record Checks

Apply online at <https://epatch.state.pa.us/Home.jsp>

- Click "Submit New Record Check," choose "Individual Request," and under reason, click "Volunteer" or "Employment", as applicable.
- After following the prompts, click "view queued record check," and then "submit."
- Wait for your record to be processed, then click "Certification Form." Immediately save your official results as a PDF and print.
- See screen shots at the end of this document



**Employee and Volunteer
Youth Ministry Application Form
("Approved Adult" Form)
Additional Information**

FBI Criminal Background Check

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

Fingerprinting Process

- Appointments to be fingerprinted are not required, but pre-registration is required either online or by phone. To register online, go to www.identogo.com; by telephone please call 1-844-321-2101 and listen to the options menu.
- When you register, you must provide a service code. Use:
 - Code 1KG6ZJ for DHS Volunteer (it is titled "DHS" because it is a DHS, Child Protective Services Law requirement) OR
 - Code 1KG756 for Employee >=14 Years Contact w/ Children.
- Once registered, you may walk-in during a location's posted hours of operation but scheduling an appointment may lead to less/no wait times. In order to pre-register for an FBI background check and/or find a fingerprinting location, go to www.identogo.com. It is strongly encouraged that you contact the site prior to going there as the information on the website may differ from actual hours of operation.
- Identogo is also referred to as IDEMIA
- Be aware that your clearance will come on PA Department of Human Services letterhead.

Affidavit

- Volunteers who have lived in PA continuously for the past 10 years can sign an affidavit. This affidavit is available on the TLC website.

MANDATED CHILD ABUSE REPORTER TRAINING

To be a TLC Approved Adult, you must successfully complete a PA approved training course for Mandated Reporters, as found on the Keep Kids Safe website:

<https://www.pa.gov/en/agencies/dhs/resources/keep-kids-safe.html>. The University of Pittsburgh's Child Welfare Resource Center training is a free course. This must have completed within the past 60 months.

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).



Employee and Volunteer Youth Ministry Application Form ("Approved Adult" Form) Additional Information

- 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.

PA State Police Results Pages

Screen Shot 1: After clicking Submit

The screenshot shows the "Pennsylvania Access To Criminal History" website. The header includes the Pennsylvania State Police logo, Commissioner Robert Evanchick, and Governor Thomas W. Wolf. Below the header is a navigation bar with "Home", "Record Check", and "Help". The main heading is "Record Check Request Results". A message states: "The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. Please wait until processing has finished before reviewing any background checks. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check." Below this is a table titled "Record Check Requests" with columns: Control #, Subject Name, Date of Request, and Status. The table contains one row: Control # R24175885, Subject Name Best, Susan Louise, Date of Request 09/24/2020 06:46 PM, and Status No Record. Below the table, it says "One item found." and "1". At the bottom, there is a survey link: "Please tell us about your experience using PATCH by completing this short survey! Click here for more information." and a footer with links: Home | Record Check | Help | Privacy Policy | PA State Police Home Page.

Screen Shot 2: When Certificate is available, click on "Certification Form" to get a pdf of your certificate.

The screenshot shows the "Pennsylvania Access To Criminal History" website. The header is the same as in Screen Shot 1. The navigation bar is the same. The main heading is "Record Check Details". A message states: "This screen displays the details of a particular record check request. The request process has been completed. You may now print the certification form for your records. Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink." Below this is the following information: Control # R24175885, Requested by Susan Louise Best, Subject Name: Best, Susan Louise, Race: White, Sex: F, Date of Birth: 03/22/1954, Social Security #: [redacted], Reason for Request: Volunteer, Status: No Record, Request Date: 09/24/2020 06:46 PM, Last Update Date: 09/24/2020 06:46 PM, Fee: \$0.00, Payment Method: Free, Invoice #: R24175885. At the bottom, there is a "Certification Form" link circled in red and a "Back" button.

VOLUNTEER AFFIDAVIT
(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____ DATE _____

Address: _____

Telephone: _____ Email: _____

Volunteer Position(s) Applied For: _____

I, _____ (Name) hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
 - Chapter 25 (relating to criminal homicide).
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 3121 (relating to rape).
 - Section 3122.1 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse).
 - Section 3124.1 (relating to sexual assault).
 - Section 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault).
 - Section 3127 (relating to indecent exposure).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children).
 - A felony offense under section 5902(b) (relating to prostitution and related offenses).
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Section 6301 (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
 - A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: _____ Date: _____

Attest/Witness: _____ Date: _____



Volunteer and Parental Consent Form for Minors

Child's Name		Email		
Address		City	State	Zip
Cell Phone	Age		Date of Birth	
Parent Name		Home Phone		
Parent Email		Parent Cell Phone		

I am the parent and/or legal guardian of the child named above, and he/she/they has my permission to work as a volunteer and is allowed to volunteer with my permission per Temple Lutheran Church's policies and procedures. I understand that my child will be working with other volunteers and under the supervision of a Temple Lutheran Church employee or trained lead volunteer.

List any illnesses, chronic condition, physical condition, or mental limitations your child may have that requires restriction on activities, and any medications that may be needed.

--

WAIVER: On behalf of said minor, I waive any claim for compensation of work completed.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____

Volunteer's Signature: _____

I, _____, as the volunteer, agree to show up on time, be attentive to the work at hand, and only use cellular devices on breaks or when otherwise allowed to do so. I will follow any other rules set forth by the leader of the volunteer activity.

Sign: _____ Date: _____

EMPLOYEE UNDER 18 YEARS OF AGE AFFIDAVIT
(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____ DATE: _____

Address: _____

Telephone: _____ Email: _____

Position(s) Applied For: _____

I, _____ (Name) hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

1. I hereby swear and affirm that I have not been placed on another state's child abuse registry.
2. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
 - Chapter 25 (relating to criminal homicide).
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 3121 (relating to rape).
 - Section 3122.1 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse).
 - Section 3124.1 (relating to sexual assault).
 - Section 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault).
 - Section 3127 (relating to indecent exposure).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children).
 - A felony offense under section 5902(b) (relating to prostitution and related offenses).
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Section 6301 (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
 - A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an employee. I further understand and agree that I have an obligation to submit written notice to the designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: _____ Date: _____

Parent/Guardian: _____ Date: _____

Attest/Witness: _____ Date: _____



Permission Slip for TLC Youth

Event Information (to be filled out by event organizers)

Activity:	
Date of Event:	Return Slip by:
The group will leave from the church at:	and return at:
The Approved Adult for this event will be:	
Additional supervision will be provided by:	
Have your child bring:	

Permission (to be filled out by parent/guardian)

_____ has my permission to participate in the above child/youth group activity.

☐ My child will bring the info/items requested above

In case of emergency, call:

Name: _____ Cell Phone _____ Relationship _____

If this person cannot be reached, call:

Name: _____ Cell Phone _____ Relationship _____

I am willing to chaperon/drive if needed:

☐ YES ☐ NO

The Child and Youth Safety Policy requires that when only one child is being transported by a non-parental adult, there shall be two adults present, unless the parent/guardian notes otherwise. My child may be transported by _____ without the requirement of a second adult.

HEATH INFO*

All immunizations required for school are up to date. ☐ YES ☐ NO

Medication Allergies: _____

Food Allergies/Dietary Restrictions: _____

Other Allergies: _____

List any illnesses, chronic condition, physical condition, or mental limitations your child may have that requires restriction on activities: _____

Does your child have medications that will need to be given during the period of the event?

☐ YES ☐ NO

Medication	Quantity	When Given	Comment

Do you give consent for the supervising adults to give your child the above medications or these over the counter medications: Tylenol, Ibuprofen, Benadryl, Other: _____

☐ YES (You may cross out specific medications if desired) ☐ NO

In case of an emergency, I understand that efforts will be made to contact the emergency contact listed above. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose protected health information to the adult in charge and/or any physician or health-care provider involved in providing medical care to my child.

Legibly Printed Name of Parent or Guardian _____

Signature of Parent or Guardian _____ Date _____



MEDIA RELEASE FORM

This form is for _____ (print name clearly) who is

- ☐ Under 18 years of age or not capable of providing consent
- ☐ 18 years of age or older

I hereby grant Temple Lutheran Church of Havertown, PA permission to use my likeness in photographs, video recordings or digital photos in all its publications, including website entries and posted on the church's social media, without payment or any other consideration. I recognize that my name may be associated with my likeness. I understand and agree that these materials will become the property of the organization and will not be returned. I hereby irrevocably authorize the organization to edit, alter, copy, exhibit, publish or distribute these photos for purposes of publicizing the organization's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of a photo of me. I hereby hold harmless and release and forever discharge the organization from all claims, demands and causes of action that I, my heirs, representatives, executors, administrators, or any other individuals acting on my behalf or on behalf of my estate have or may have by reason of this authorization. TLC agrees to abide by the Electronic and Social Media section of the Child and Youth Safety Policy. TLC recognizes the delicate balance between desire for full participation by child and personal privacy and will endeavor to work with parents and children on achieving this balance.

If person named above is 18 years of age or older

I have read this release before signing, and I understand the contents, meaning and impact of this release.

(Signature) (Date)

If person named above is under 18 years of age or not capable of providing consent

I have read this release before signing, and I understand the contents, meaning and impact of this release.

I hereby certify that I am the parent or guardian of _____
named above, and do hereby give my consent without reservation to the foregoing release on behalf of this person.

(Parent/guardian's signature) (Date)

(Parent/guardian's printed name)



TLC Trip Event Form

For trips of more than 50 miles, this Trip Event Form must be filled out and approved by the Pastor or Children, Youth, and Family minister and one other person not attending the trip (e.g., Council President).

Is this a ☐ Day Trip ☐ Overnight

Departure Date / Time		Return Date/Time
Purpose of Trip		
Trip Leader	Email	Cell Phone

TRIP DETAILS

Location	
Planned stops, if any	
Specific Activities Planned	
Cost of Trip	Source of Funding
How many youth are attending	
If this is an overnight trip, what lodging is being provided	

SUPERVISION AND TRANSPORTATION

Approved Adults attending (at least two Approved Adults are required)
Other Adults attending*:
Mode(s) of Transportation
Drivers* (all drivers must complete the Volunteer Driver Form):
* May leave blank for initial approval. Form to be resubmitted with information prior to departure. Only one person needs to approve the resubmission.

This request is submitted by: _____
Print Name Signature Date

This request is approved by: _____
Print Name Signature Date

Print Name Signature Date



Volunteer Driver Form

Thank You for Volunteering!!

Without volunteers like you, our vital ministries within TLC would not be possible. Please carefully read the following information and fill in all sections of this form. This form is valid for 12 months from the date you sign it.

VOLUNTEER DRIVER INFORMATION	
Name:	
Address:	
Email Address:	Phone Number:
Emergency Contact Name:	Emergency Contact Phone Number:
Driver's License Number:	Date of Expiration:
State License Issued:	Date of Birth:
Vehicle That Will Be Used: (year, make, model)	
Vehicle Owner:	License Plate Number:
Vehicle Registration Expiration:	State Inspection Expiration:
Insurance Company Name:	Insurance Policy Number:
Insurance Policy Expiration:	Liability Insurance Limits:

We greatly appreciate your interest in assisting TLC to meet its transportation needs. We ask all of our volunteer drivers to answer the following questions. Thank you for your understanding and cooperation.

Have you had any of the following citations or convictions in the past FIVE years:

	No	Yes	When
Any offense involving alcohol or drugs (DUI/Open container, etc)			
Hit and run / Failure to report an accident			
Negligent homicide arising out of the use of a motor vehicle			
Using a motor vehicle for the commission of a felony			
Evading a Peace Officer			
Negligent, Careless, or Reckless driving			
Speeding more than 20 miles per hour over the posted limit			
Driving on a suspended or revoked license			

Are you currently taking any medication (prescription or non-prescription), which you have been told may make you drowsy or that may affect the safe operation of a vehicle?			
--	--	--	--

In order to provide for the safety of our youth and all members of TLC, we cannot use your services as a volunteer driver at this time if you answer **YES** to any of the above questions.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I have read and fully understand the policies on the reverse side and agree to abide by them at all times. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid, unrestricted (except for corrective lenses) Pennsylvania driver's license; have the proper vehicle registration and current inspection; and have the required insurance coverage in effect on any vehicle used in transportation. I understand that my insurance is primary. I also certify that the vehicle is in sound and safe condition and will not operate the vehicle if there is any deficiency that would affect the safe operation of the vehicle. I agree that I will adhere to all state and local traffic laws at all times when operating the vehicle including, but not limited to, driver / passenger seat belts, booster seats, child safety seats, speed limits, and the overall safe operation of the vehicle.

Signature

Date



Volunteer Driver Form

The following conditions must be met to transport individuals by private vehicle for TLC activities:

1. The driver shall:

- a. Be at least 18 years of age and in good physical and mental health;
- b. Possess a valid, unrestricted (except for corrective lenses) Pennsylvania driver's license and provide a copy of the driver's license to be kept on file;
- c. Maintain an acceptable driving record;
- d. Have the following minimum amounts of insurance coverage on the vehicle and shall provide a copy to be kept on file:
 - Bodily Injury: \$100,000 each person/\$300,000 each accident
 - Property Damage: \$25,000 each person/\$50,000 each accident
 - Uninsured Motorists Coverage
- e. Be aware that in the event of an accident, the driver's insurance shall be considered the primary insurance;
- f. Each year complete a new Volunteer Driver Form and note all requirements on the form.
- g. Comply with all TLC CYS policies at all times.
- h. Be aware that NO alcohol is permitted in the vehicle or consumed by the driver prior to or during the transportation activity.
- i. Be aware that NO Smoking is allowed in the vehicle when transporting individuals for TLC sponsored activities.
- j. Advise the TLC immediately anytime the driver's driving record changes or insurance information changes.

2. The vehicle shall:

- a. Not be a rental vehicle;
- b. Be owned by the Volunteer or Volunteer's Spouse;
- c. Have a current registration with the State of Pennsylvania;
- d. Have a current State Inspection;
- e. Be in safe mechanical condition at all times, i.e., good tires and brakes, properly functioning turn signals and lights, equipped with seat belts (one operational seat belt per occupant), equipped with child passenger restraints (devices such as approved car seats and approved booster seats) when needed.
- f. Not be an 11-15 passenger van.

3. When transporting individuals:

- a. Drivers shall provide proper and adequate supervision of the children and youth participating in the field trip, activity, event, or program.
- b. Drivers shall not use cell phones, PDA's or other devices that could cause a distraction at any time while the vehicle is in motion.
- c. Generally, individuals shall be transported from the church or other pick-up point and returned directly to the same place. For any deviation from this standard with respect to youths, the parents shall provide their own written and signed permission to the church. Examples of acceptable deviations from the standard: parents have arranged for the driver to drive their student or child home from the activity site, or parents have arranged for a relative to pick up the student from the activity site.
- d. The supervisor of the activity/event shall have copies of the Permission Slip and Trip Event Form in their possession during the activity/event. Each driver shall have a listing of all passengers they are responsible for. In the event that vehicles are not traveling together, each driver shall have copies of the Permission Form in their possession for each passenger.
- e. Drivers shall fully and unconditionally comply with all applicable State traffic laws, regulations, and ordinances at all times while operating the vehicle.
- f. The number of occupants in the vehicle may not exceed the maximum allowable number of occupants for the vehicle.

TLC - keep this form on file and renew annually.

A new copy of proof of insurance should be obtained whenever the Volunteer Drivers' policy expires.