



Safe Children and Volunteer Training

Derry Presbyterian Church



Today's training will review

- ▶ Clearances/Act 153
- ▶ Safe Children policy overview
- ▶ Understanding & recognizing child abuse
- ▶ Reporting requirements
- ▶ Resources and certifications

Act 153: To improve Pennsylvania's long-standing problem of under-reporting suspected child abuse

- ▶ Clearances are required by Act 153
- ▶ Effective July 1, 2015, it established new clearance and background check procedures for all volunteers interacting with children, including faith-based organizations
- ▶ Strengthens ability to protect children from abuse and neglect
- ▶ Changes were a direct result of the Sandusky child abuse case
- ▶ Derry Church fully complies with Act 153



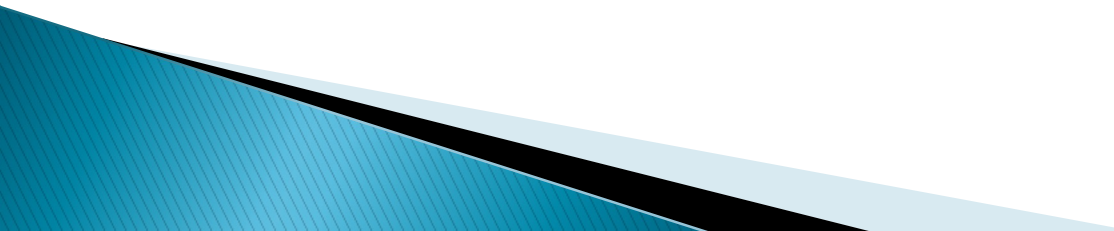
Applies to volunteers who act in lieu of a parent and has (or is likely to have) direct contact with children

- ▶ Adult = 18 years and older
- ▶ Child = younger than 18
- ▶ Volunteer
 - Unpaid
 - Direct contact with children
 - One day or one-time event
- ▶ Direct contact with children means:
 - Care
 - Supervision
 - Guidance or control of children
 - Routine interaction with children

Definitions

Who Needs Clearances?

At Derry, clearances are needed for:

- ▶ All volunteers interacting with Children and Youth
 - ▶ Participation in Mission Trips, both US and international
 - ▶ Volunteering with Refugees
 - ▶ All Derry Church employees
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What is required to be a Volunteer?

- ▶ PA Criminal Background record check
Must be renewed every 60 months
 - ▶ PA Child Abuse History clearance
Must be renewed every 60 months
 - ▶ FBI Background Check and fingerprinting
Only needed if you have lived in PA for less than 10 consecutive years
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What is required to be a Volunteer? *(Continued)*

- ▶ Complete the Children and Youth Volunteer Application and Disclosure Statement (*Affidavit*)
- ▶ Complete the Derry Safe Children and Volunteer Training (*This training session*)
 - And the on-line training certificate

Both forms are located at

www.derrypres.org, *Education, Volunteer Clearances*

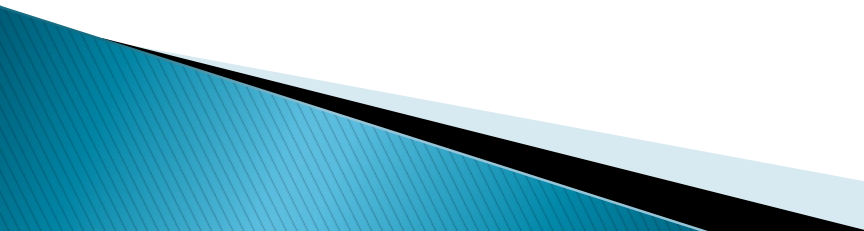
FBI Background Check for Volunteers



- ▶ Individuals who have lived in PA for ten or more consecutive years **do not need** an FBI Criminal Background Check
- ▶ The Children and Youth Volunteer Application and Disclosure Statement affirms that you have:
 - Lived in PA for 10 consecutive years
 - Not disqualified from service under PA Title 23 Chapter 63 § 6344 (c)

What is required to be a Volunteer? *(Continued)*

Fees

- ▶ For volunteers, fees for the PA Child Abuse and PA Criminal Background clearance are waived one time within a 5-year period
 - ▶ The fee to renew the PA Child Abuse History Clearance currently is \$13.00 - *subject to change*
 - ▶ Currently, under consideration is the renewal fee for the PA Criminal Background clearance
- 

What is required to be a Volunteer? *(Continued)*

Fees

Individuals who have not lived in PA for 10 consecutive years must obtain both the FBI Background check and the Criminal History (FBI) obtained by submitting a full set of fingerprints

- ▶ Currently the fee is \$23.25, subject to change

If a financial hardship exists, Volunteers may request a reimbursement of fees. Requests can be made to the Safe Children Compliance Officer or Head of Staff

How and where to get clearances

To obtain clearances go to www.keepkidssafe.pa.gov

From there select “Clearances”

Scroll down and select the clearance that is needed

For fingerprinting use the Volunteer Code


1KG6ZJ

*(If you need the Volunteer Code – please write it down
for future use)*

Derry Volunteers and Activities needing clearances

Boys & Girls Club tutoring drivers	Montreat Youth Conference drivers and chaperones
Choir accompanists	Nursery volunteers
Choir directors	Fellowship leaders
Church School teachers	Puppet leaders
DivorceCare for Children leaders	Refugee volunteers
Drivers (to any program)	Retreat chaperones
Intergenerational event leaders	Summer Festival of Gifts event leaders
Kids In Worship Instruction (KIWI) leaders	Sunday School Volunteers
Krislund Traveling Camp volunteers	Terrific Tuesday volunteers
Lock-in chaperones	Vacation Bible School volunteers, including non-Derry members
Mission Trip leaders and Mission Week volunteers	Youth Advisors

Duties of the Safe Children Compliance Officer, under Christian Education Committee

- ▶ Maintains policy and implement new law changes
 - ▶ Creates and maintains records of volunteers and staff
 - ▶ Ensures all volunteers complete required clearances and background checks
 - ▶ Notifies Volunteers and staff of required 60-month renewals
 - ▶ Ensures completion of Children/Youth Volunteer (or Employee) Application and Disclosure Statement
 - ▶ Disqualifies volunteers who do not meet standards or refuse to obtain clearances
 - ▶ Reviews non-clear background checks with applicants and Head of Staff
- 



Derry Church

Safe Children Policy

Purpose:

- ▶ Provides for the safety and well-being of children and foster a culture of safe practices
- ▶ Reduces the risk of abuse
- ▶ Protects those under our care and show respect for our caregivers
- ▶ Development and maintenance of the policy is a responsibility of the Session of Derry Presbyterian Church
- ▶ Implementation is the responsibility of designated staff and volunteers

Safety Guidelines

- ▶ Staff or volunteers will walk the hallways during church school to randomly observe classrooms
- ▶ Activities involving children will take place in rooms with unobstructed glass in doors or doors will be open
- ▶ Two volunteers or one volunteer and one staff member should be present at all times
 - Any program or event involving children
 - Includes the nursery
 - When volunteers are related (i.e. a husband & wife or brother & sister) a third volunteer should be present

Check In/Check Out Procedures

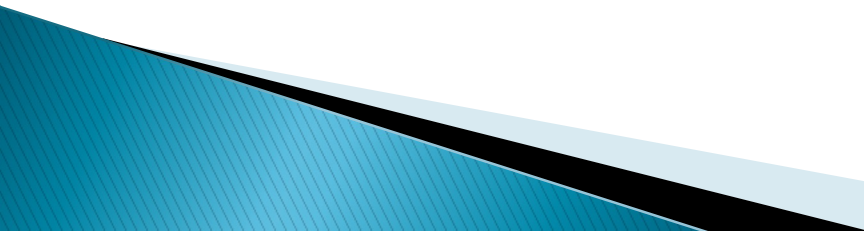
Nursery

- ▶ Parents must sign their children in to receive a pager
- ▶ When pager is returned, child(ren) are released to parents

Church School and KIWI

- ▶ Weekly attendance is taken for all children & youth classes
- ▶ Children ages two years through grade five are released only to a parent or guardian

Restroom Guidelines

- ▶ For Children younger than kindergarten they should use a classroom bathroom
 - If an in-classroom bathroom is not available, then two or more children should be escorted to the hallway bathroom
 - ▶ A child should never be taken to a hallway bathroom alone
 - ▶ Check the bathroom first to be sure it is safe and then allow children to enter
 - ▶ Remain outside the bathroom door and then escort children back to the classroom
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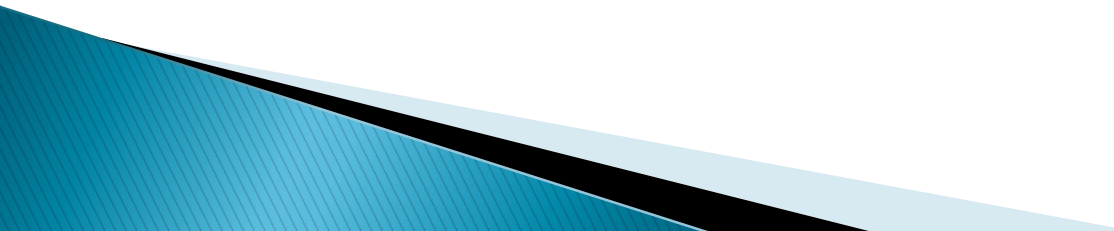
Restroom Guidelines

- ▶ If a child is taking longer than seems necessary, open the door and call the child's name
 - If the child asks for help, prop open the door and leave the stall door open as the child is helped
- ▶ For children between kindergarten and 5th grade, at least one female volunteer or staff should escort girls to the bathroom
- ▶ At least one male volunteer or staff should escort boys to the bathroom
- ▶ Regardless of a child's age, adults should never be alone with a child in a bathroom with a closed door or closed stall

Accidental Injuries To Children

- ▶ If a child is injured under care at Derry Church:
 - First aid will be applied to minor scrapes, bruises, etc.
 - The child's parent will be notified
 - The parent will be contacted for injuries needing treatment beyond first aid
 - If warranted, an ambulance will be called
- ▶ An Incident Report will be completed and Derry Church's insurance company will be notified for any injuries requiring medical attention, i.e. a trip to the ER or urgent care

General Information and Medical Form

- ▶ The Children & Youth Ministries General Information & Medical Form is required to ensure that the church has appropriate information needed in case of an emergency
 - ▶ It is the responsibility of the parent/guardian to complete the form
 - ▶ A new form must be completed at the beginning of each school year or when any of the information changes
 - ▶ Registration and medical release forms are required for all retreats and lock-ins for all ages
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Medication Order Form

- ▶ DPC will not administer prescription or non-prescription medications to children or youth
 - Exceptions may be granted by the Head of Staff
- ▶ If the child or youth is involved in an extended DPC event or overnight trip, a Medication Order Form must be completed and signed by the child or youth's parent prior to the event
- ▶ The medication must be in its original packaging

General Information and Medical Order Form

- ▶ If the child or youth has a life-threatening condition (such as asthma or severe allergies) and it is necessary to have lifesaving medication on hand at all times, it should be noted on both the General Information & Medical Form and Medication Order Form
- ▶ Both forms are located on the church website www.derrypress.org, *Education, Children and Youth, Essential Forms*

Children and Youth Permission Slip

- ▶ Children & Youth Ministries Permission Slip forms are required for all activities for children and youth occurring on or away from DPC premises
- ▶ It is the responsibility of the parent/guardian to complete
- ▶ A new form must be completed at the beginning of each school year
- ▶ The form is located on the church website

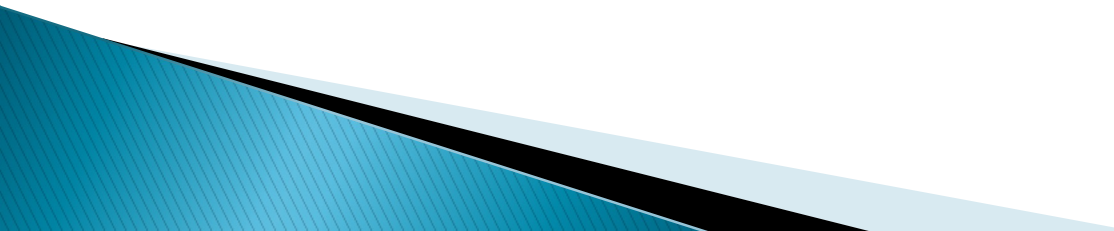
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Wellbeing Guidelines

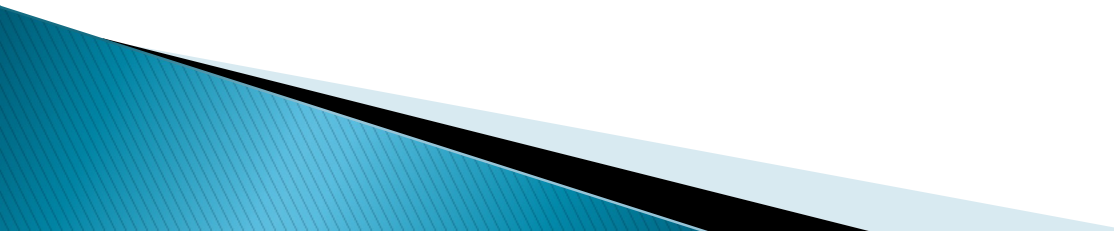


- ▶ Children with the following symptoms should not be placed in care at Derry Church:
 - Fever, diarrhea, or vomiting
 - Green or yellow runny nose
 - Eye or skin infections
 - Other symptoms of communicable or infectious disease

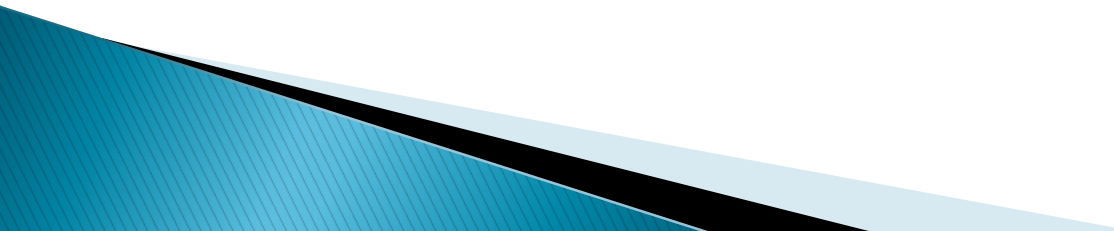
Derry Church's Safety Guidelines

- ▶ Volunteers and staff should not drive alone with another person's child in their vehicle for DPC activities
 - ▶ With the exception of siblings, youth shall not drive other children or youth from church to activities occurring off of DPC premises
 - ▶ When children are in a facility for any function, they must be under the control of their parents, staff or volunteers at all times
 - ▶ Children are not permitted to roam freely outside or inside the church property
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Derry Church's Safety Guidelines

- ▶ Respect, safety and appropriate boundaries are the guiding principles for physical contact between Volunteers and children or youth
 - ▶ It is important for the Volunteer to have an awareness of how a child or youth react and interact with them
 - ▶ This includes verbal and non-verbal reactions
 - ▶ A child or youth should not feel uncomfortable by a Volunteers action
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Appropriate actions when interacting with children and youth

- ▶ Brief hugs or side hugs
 - ▶ Kneeling or bending down for hugs with small children
 - ▶ Pats on the shoulder, back or head
 - ▶ Handshakes High-fives, and fist bumps
 - ▶ Touching hands, shoulders and arms of children or youth
 - ▶ Holding hands while walking with small children
 - ▶ Sitting beside small children holding hands during group prayer
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Inappropriate actions when interacting with children and youth

- ▶ Inappropriate or lengthy embraces
- ▶ Kisses
- ▶ Holding older children on the lap
- ▶ Touching bottoms, chests or genital areas other than for diapering or toileting of infants and toddlers
- ▶ Touching knees or legs of children or youth
- ▶ Wrestling with children or youth
- ▶ Tickling children or youth
- ▶ Piggyback rides
- ▶ An action making children or youth uncomfortable, i.e. excessively stroking hair, long strong hugs

Clear rules and expectations are key to effective discipline

If there is disruptive behavior

- ▶ Attempt to redirect the children (or youth) to another activity
- ▶ Talk with the child and state clearly what the problem behavior is and what the child should do instead
- ▶ If the problems continues, discuss with the the Director of Church Life and Connection or the Head of Staff and they will determine the appropriate action

What Is Child Abuse?

The law places responsibility on the individual who did something to cause harm to or endanger a child either:

Intentionally: Done with the direct purpose of causing the type of harm that resulted

Knowingly: Understanding that the harm is “practically certain to result”

Recklessly: Conscious disregard for foreseeable risk

What Is Child Abuse?

Any action or lack of action that endangers or harms a child's physical, psychological or emotional development

Physical

Non-accidental physical injury to a child, such as hitting, shaking

Emotional

Emotional injury to a child, such as constant criticism, humiliating punishments, lack of nurturing or love and security

Sexual

Any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, such as fondling, exhibitionism, intercourse, incest and pornography

Neglect

Depriving a child of essential needs, such as food, water, shelter and medical care

Child Abuse Also Includes...

- ▶ Fabrication: To make up, fake, or cause an illness to a child that results in a potentially harmful medical treatment or evaluation
- ▶ Causing a child to be present at a methamphetamine laboratory
- ▶ Leaving a child unsupervised with an individual, other than the child's parent, who knows or reasonably should have known if the individual:
 - Is a Tier II or III sexual offender
 - Has been determined to be a sexually violent predator
 - Has been determined to be a sexually violent delinquent child
- ▶ A child's death

Signs of Physical Abuse

Physical Indicators	Behavioral Indicators
Unexplained injuries	Fear of going home
Unbelievable or inconsistent explanations of injuries	Extreme apprehensiveness or vigilance
Multiple bruises in various stages of healing	Pronounced aggression or passivity
Bruises on face, ears, neck, back, thighs, back of legs, buttocks	Flinches easily or avoids being touched
Bruises that resemble objects such as a hand, fist, belt buckle, rope	Play includes abusive behavior or talk
Injuries inconsistent with age level	Unable to recall how injury happened or inconsistent
Burns	Fear of parent or caregiver

Signs of Emotional/Mental Abuse

Physical Indicators	Behavioral Indicators
Frequent psychosomatic complaints, i.e. nausea, stomach ache, headache	Expressing feelings of inadequacy
Bed wetting	Fearful of trying new things
Self harm	Overly compliant
Speech disorders	Poor peer relationships
	Excessive dependence on adults
	Habit disorders, i.e. sucking, rocking
	Eating disorders

Signs of Sexual Abuse

Physical Indicators	Behavioral Indicators
Sleep disturbances	Sexually stylized behavior
Bed-wetting	Developmental age-inappropriate sexual play and or drawings
Pain/irritation in genital/anal area	Cruelty to others
Difficulty walking or sitting	Cruelty to animals
Pregnancy	Fire setting
	Anxious
	Withdrawn

Signs of Neglect

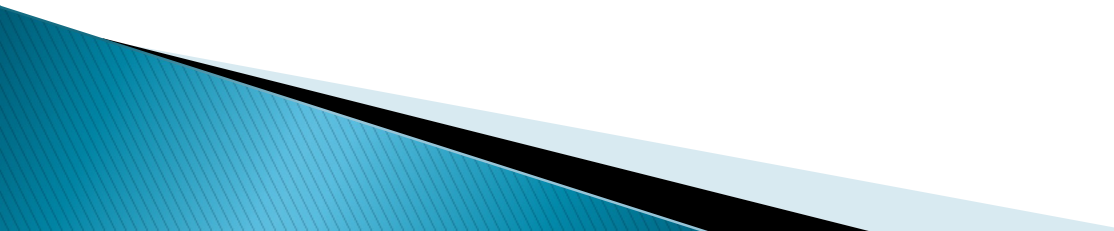
Physical Indicators	Behavioral Indicators
Lack of medical/dental care	Inadequate supervision
Often hungry	Poor impulse control
Lack of shelter	Delinquent behavior
Under weight for age	Mistrusting
Untreated conditions, i.e. diaper rash, head lice	Frequently fatigued
Clothing that is dirty, too large or small inappropriate for the weather	
Not registered in school	

Behavioral Signs That Cross All Categories

Physical	/	Mental	/	Sexual	/	Neglect
Withdrawn				Substance abuse		
Low self-esteem				Attention seeking		
Poor school performance				Behaviors inappropriate for age		
Poor school attendance				Depression		

Reporting Child Abuse

We know that child abuse is damaging and has long-lasting effects

- ▶ This does not mean they are forever damaged. Many children who are abused move on to happy and fulfilled lives
 - ▶ Children are resilient
 - ▶ That is why it is so important to recognize and report child abuse
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Two Types of Reporters

Mandatory

- Required by law to report suspected child abuse
- Professionals such as doctors, social workers, librarians, certain attorneys
- Employees of Derry include Head of Staff, Director of Church Life and Connection, Derry Discovery Days, Director of Music and Organist, Children's Music Director

Permissive

- Occasional and non routine interaction
- Strongly encouraged to report suspected child abuse, generally to staff members

See Something Say Something

Tell a staff member when you have reasonable cause to suspect child abuse, including:

- ▶ Observations
- ▶ Familiarity with the child/parent
- ▶ The family situation
- ▶ Relevant history or similar prior incidents
- ▶ Behavior and demeanor of the child or adult
- ▶ Be sure to note who/what/where/when

See Something Say Something

If you witness child abuse and a staff member is not available, contact:

ChildLine: 800-932-0313

ChildLine's mission is to accept reports of suspected child abuse from the public and professional sources 24/7

- Refers reports to the appropriate agency
- Referral to assess other needs of the child

Protections for All Reporters

- ▶ PA law protects all reporters of suspected child abuse
- ▶ When a report is made in “good faith” a reporter is immune from civil or criminal liability
- ▶ The law imposes penalties if any person attempts to intimidate, retaliate, or obstruct an individual from reporting suspected child abuse
- ▶ A reporter may also take action for appropriate relief if discharged from employment or discriminated against in any other way as a result of making a report of suspected child abuse
- ▶ All reports to ChildLine are CONFIDENTIAL



Additional Training and Information

www.keepkidssafe.pa.gov

- ▶ Frequently asked questions
- ▶ Legislative updates
- ▶ Child Abuse History Clearance
- ▶ PA State Police Criminal Record Check and
- ▶ FBI Criminal Background check

www.pacwrc.pitt.edu

Training and certification on
child abuse and reporting

- ▶ Free 60 – 90 minute self study course
- ▶ Certificate on completion

Additional Training and Information

- ▶ Review the Safe Children Policy, located on the church website

www.derrypress.org, *Education, Volunteer Clearances*

Staff Resources

- Rev. Dr. Stephen McKinney–Whitaker
Head of Staff
- Dan Dorty
Director of Music and Organist
- M.E. Steelman
Director of Church Life and Connection
- Laura Cox
Director Derry Discovery Days
- Claire Folts
Children's Music Director
- Kathy Yingst*
Clerk of Session
- Kathy McGrath
Safe Children Compliance Officer

**If an ordained pastor is suspected of child abuse, only contact Kathy Yingst, as Clerk of Session and she will alert the Presbytery*

Key Learnings

The safety and protection of our children and youth is everyone's responsibility

When it comes to child abuse, always be aware. But don't seek it out

If you **SEE** Something – **SAY** Something! Immediately contact the Head of Staff, the Director of Church life and Connection or the Safe Children Compliance Officer. If they are not available call the Childline at:

800-932-0313



Thank you for being a volunteer!

Let us know that you have finished this training session by either:

Sending an email to kathy.mcgrath09@gmail.com and let her know the date you completed this training

OR

Complete the online Safe Children and Volunteer Training Certification located at www.derrypres.org, Education, Volunteer Clearances



Thank you for being a volunteer!

If you have further questions, please contact the Safe Children Compliance Officer

Kathy McGrath: kathy.mcgrath09@gmail.com