

Child welfare security at St Philip's

<http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

What's needed?

- Pennsylvania **Child Abuse History Clearance** (Free for volunteers; \$8 for employees, going up to \$13 in July 2018) <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania **State Police Criminal Record Check** (Free for volunteers; \$22 for employees) <https://epatch.state.pa.us/Home.jsp>
- **Federal Bureau of Investigation Criminal Background Check** (fingerprint check - \$27? Cost under new procedure unknown).
Not required for unpaid volunteer who has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years; in this case an **affidavit of residency** is required. [Affidavit of Residency](#)
 - Visit <http://www.identogo.com/> or call 1-844-321-2101 to pre-register for fingerprinting and find a fingerprinting location. Best to make an appointment.
 - Volunteer service code is IKG6ZJ. (If you are asked to enter the name of the church, you need to spell out Saint and don't use an apostrophe. Saint Philip Church.)
 - Get your fingerprints done.
- Turn in paper copy to the church office when you get it. (Keep your originals.)

Who needs it?

Volunteers, such as Church Sunday school teachers, child event coordinators: an **adult** who is **responsible for the welfare** of a child or has **direct volunteer contact** with children. (Only adult volunteers need clearance.)

- Consider whether the volunteer is responsible for the welfare of a child or has direct volunteer contact with children
 - **Responsible for the welfare** of a child: the volunteer is acting in lieu of or on behalf of a parent.
 - **Direct contact**: they provide care, supervision, guidance or control of children or have routine interaction with children

Employees: An individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity, or service as a person **responsible for the child's welfare** or **having direct contact** with children. (This is the category that seems to most apply to St Philip's; there is a list of others who need it as well.)

- Consider who within your agency, organization or institution has **direct contact** with children. To make this determination, think about the employee's role within your agency and the contact they have with children.
 - **Direct contact**: they provide care, supervision, guidance or control of children or have routine interaction with children
 - **Routine interaction**: regular and repeated contact that is integral to a person's employment responsibilities.

Who at St Philip's?

- SS teachers & teen leaders
- Clergy & assistants
- Choir directors
- Festival children's activity workers
- Chaperones
- VCS helpers

Where to get required clearances:

- Pennsylvania Child Abuse History Clearance - <http://www.compass.state.pa.us/cwis>
- Pennsylvania State Police Criminal Record Check - <https://epatch.state.pa.us/Home.jsp>
- Federal Bureau of Investigation Criminal Background Check (fingerprints) - <http://www.identogo.com/>
- Residency Affidavit form available from the St Philip's office.

Notes:

- St Philip's will reimburse or record as donation any costs, if receipt is submitted.