

## Child welfare security at St Philip's

<http://keepkidssafe.pa.gov/clearances/index.htm>

### What's needed?

- Pennsylvania **Child Abuse History Clearance** (Free for volunteers; \$8 for employees)  
<https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania **State Police Criminal Record Check** (Free for volunteers; \$8 for employees)  
<https://epatch.state.pa.us/Home.jsp>
- **Federal Bureau of Investigation Criminal Background Check** (fingerprint check - \$27).  
*Updated information pending.*  
(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](#))
- Turn in paper copies to the church office.

### 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

Info: [http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf)

**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.

Info: [http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C\\_135246.pdf](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135246.pdf)

### 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) - *Updated information pending.*
- 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.