

St. Pius X Parish

220 Lawrence Road Broomall, Pennsylvania 19008

September 2, 2015

State Clearances

Pennsylvania State Law requires that all volunteers obtain the following state clearances every 3 years and that copies of the clearances must be on file at the parish office :

- *Pennsylvania State Police Clearance*
- *Child Abuse History Clearance from the Department of Human Services*
- *Federal FBI/Fingerprint Clearances- Only if the volunteer has lived outside the state of PA for the last 10 years*
- *Disclosure Statement Application for Volunteers- Required by Child Protective Service Law 23 Pa. C.S. section 6344.2(relating to volunteers having contact with children).*

Mandated Reporter

Under the Pennsylvania state law Everyone is a Mandated Reporter. If you see anything or suspect anything, you are required by law to report it to CHILDLINE, fill out form CY-47, then report the situation to your supervisor. The CY-47 Form can be found

- *If you have previously attended the Mandated Reporter Training session prior to November, 2014, then you will need to read the enclosed brochure, sign the Acknowledgement form and return the form to the parish for your file c/o Brigid T. McIntyre .*
- *If you have never attended the Mandated Reporter Training, then you need to complete the Mandated Reporter Training session online and have a copy of the required certificate of completion in your Safe Environment file at the parish. Please be aware the online training is 75 minutes long. Please refer to the instructions below for directions to access the Mandated Reporter online session.*

Mandated Reporter Instructions

Enter ChildYouthProtection.org

Click onto **Training Institute** in green bar at top of page below heading

Click **Register Now**

Complete registration form and write down user name and password

Go back to previous page

Enter user name and password under "Welcome Back" then click **login** to begin session.

After completion, print certificate and forward a copy to the parish c/o Brigid T. McIntyre

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Technology Addendum

- *Archdiocese policy states that all parish volunteers who have direct contact with the youth of the parish on a regular basis must complete the Information and Communication Technology Addendum online and provide a copy of certificate of completion for the Safe Environment file at the parish. Please refer to the instructions below for directions to access the Information and Communication Technology Addendum online session.*

Information and Communication Technology Addendum Instructions

Type in Information and Communication Technology Addendum at www.childyouthprotection.org/.../Use%20of%20Technology%20Adden.

Page 1 Instructions regarding the submission of quiz answers

Pages 2-6 Regular print reading material

Pages 7-27 Large print reading material

Pages 28-29 Quiz

Print quiz and answer questions. You may refer back to the material if you are unsure of the answer.

Submit your quiz using one of the options from page 1

Safe Environment Training

- *This **instructor –led** session is offered regularly at sites throughout the Archdiocese of Philadelphia. The training provides basic facts about child sexual abuse and adults' roles in prevention. Register by clicking on the link and follow the prompts. https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0 Upon completion of training session, you must provide a copy of your completion certificate to the parish c/o Brigid T. McIntyre for your Safe Environment file.*