

## Volunteer Procedures Revised 11/11/2019.

House Bill 435, now Act 153 requires volunteers to undergo background clearances. Volunteer forms and clearances will be kept in the District Office and are valid for 5 years. **Clearances must be less than 1 year old when they are submitted to the District for the first time.**

In order to ensure compliance with Act 153 of 2014, the Pottsgrove School District is required to obtain clearance documentation from individuals who will be volunteering in the District. When those individuals as part of their volunteer duties will either be responsible for the welfare of a child (meaning they are acting in lieu of or on behalf of a parent) or have direct access to children. For purposes of this requirement, those with "direct access to children" are those who provide "care, supervision, guidance or control of children or have routine interaction with children." In turn, those volunteers who have "routine interaction with children" are those who have ongoing contact with children that are integral to their volunteer responsibilities. On that basis: Determine the category of volunteer that is needed (per the chart below).

1. If a volunteer is responsible for the welfare of a child and is acting in lieu of or on behalf of a parent – **Clearances Needed – Act 151 Child Abuse, Act 34 State Police, Act 24/82 Arrest and Communication Report**
2. If a volunteer has direct contact with children because they provide care, supervision, guidance or control children or have routine interaction with children - **Clearances Needed – Act 151 Child Abuse, Act 34 State Police, Act 24/82 Arrest and Communication Report**
3. If a volunteer has routine interaction/ongoing contact with children that is integral to their volunteer responsibilities with children - **Clearances Needed – Act 151 Child Abuse, Act 34 State Police, Act 24/82 Arrest and Communication Report**

4. If the volunteer is not responsible for the welfare of a child and does not have direct contact with children – **Clearances Not Needed and Lobby Guard Required**

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**Additional Volunteer Information:**

1. Volunteers who have **not been** residents of Pennsylvania for the **past 10 years will be required** to compete ACT 34 State Police; ACT 151 Child Abuse and **ACT 114 FBI Clearances**.
2. Volunteer forms and clearances will be kept in the District Office and are valid for 5 years. **Clearances must be less than 1 year old when they are submitted to the District for the first time.**

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**Mandated Reporters**

In the state of Pennsylvania, anyone who volunteers in a position that has care, supervision, guidance, control of children, or routine interaction with children is considered a **Mandated Reporter**. All volunteers will be issued instructions explaining the reporting procedures. (**See below, How to Report Abuse**)

**How to Report Abuse:**

Mandated reporters must immediately make a report to ChildLine by calling 1-800-932-0313. ChildLine is the 24-hour toll free telephone reporting system operated by the Department of Public Welfare to receive reports of suspected child abuse. ChildLine forwards the report of suspected abuse to the local county Children and Youth agency which investigates the report, decides if the report is a valid instance of child abuse/neglect and, if so, arranges for or provides the services needed to prevent further maltreatment of the child and to preserve family unity.

ChildLine also maintains a statewide Central Register that contains the names and vital information about children who have been abused in Pennsylvania since 1976. County Children and Youth agencies when investigating new reports of suspected child abuse can access this information.

After calling ChildLine, mandated reporters must notify the person in charge that they made the report. Mandated reporters must also complete a report of suspected child abuse. This report is called a CY 47 and blank forms can be obtained from the Children and Youth agency in your county. The CY 47 must be completed within 48 hours of the verbal report being made and mailed to the county Children and Youth agency.