

UPPER MORELAND FREE PUBLIC LIBRARY

CHILD PROTECTIVE SERVICES LAW COMPLIANCE

Revised:	05/11/2016
Next Review:	2 nd Qtr 2019
Reviewed:	
Original:	04/14/2016

I. POLICY

A. Library employees are required to obtain child abuse certifications within 30 days of their hire date including the following:

1. A criminal history report from the Pa State Police,
2. A criminal history report from the Federal Bureau of Investigation,
 - a) Minor employees are required to apply for a criminal history report from the FBI only if they have not continuously lived in Pennsylvania for the past 10 years.
3. Child abuse certification from the Pa Department of Human Services.
4. The Library shall pay the cost of obtaining these reports
 - a) The employee shall reimburse the library should the results preclude their employment

B. Minor employees and their parent or guardian will be required to sign an affidavit stating that the minor has not been convicted of a CPSL disqualifying offense.

C. A new employee with a current child abuse certification from the Pa Department of Human Services may not be required to obtain a new one if the applicant swears or affirms in writing that he or she is not disqualified for employment by virtue of having been named as a perpetrator or in a founded report of child abuse within the past 5 years or having been convicted of a disqualifying offense.

D. New library employees may be employed prior to receiving child abuse certifications providing all the following conditions are met:

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1. The employee has applied for the child abuse certifications.
 2. The library has no knowledge or information about the applicant which would disqualify him or her from employment; and
 3. The applicant swears or affirms in writing that he or she is not disqualified for employment by virtue of having been named as a perpetrator or in a founded report of child abuse within the past 5 years or having been convicted of a disqualifying offense.
 4. The employee must work in the public areas of the library only when in the immediate vicinity of a permanent employee.
- E. Library employees must renew their child abuse certifications every 60 months.
- F. Library employees are considered child abuse mandatory reporters.
- G. Training will be provided to employees as required by the Child Protective Services Law (“CPSL”), 23 Pa. C. S. §§6301 et seq.
1. New employees will be required to complete at least three (3) hours of CPSL-approved child abuse recognition and reporting training within thirty (30) days after they are hired.
 2. A copy of the training certificate shall be maintained in each individual’s personnel file.
- H. Library employees must report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

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1. The mandated reporter comes into contact with the child in the course of their employment;
 2. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
 3. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.
- I. Library employees must (1) immediately make either an oral report of suspected child abuse to the Department of Human Services (1-800-932-0313) or by email to www.compass.state.pa.us/cwis and (2) also report it immediately to the on-duty supervisor.
1. Upon notification, the on-duty supervisor shall facilitate the cooperation of the library with the investigation of the report.
 2. All persons who report any suspected child abuse in good faith are immune from civil and criminal liability.
 3. Willful failure by a mandated reporter to report abuse is subject to legal penalties.
 4. Intimidation or retaliation against the mandated reporter, or obstruction in the investigation of a report are subject to legal penalties.
- J. Adult library volunteers are designated as permissive child abuse reporters and are not required to obtain child abuse certifications.

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1. Library volunteers have only incidental or infrequent contact with children.
2. Library volunteers do not have routine interaction with children.
3. Library volunteers are not assigned duties relating to the coordination or implementation of regularly scheduled children's programs.

II. DEFINITIONS

- A. Minor employees are those employees between the ages of 14-17 years old.
- B. Routine interaction is described as regular and repeated contact that is integral to a volunteer's responsibility.
- C. Permissive child abuse reporters are those that are not mandated by law to report abuse.

III. RESPONSIBILITY

- A. The director shall establish necessary procedures to comply with this policy.