

# UPPER MORELAND FREE PUBLIC LIBRARY

## CHILD PROTECTIVE SERVICES LAW COMPLIANCE

Revised:	03/14/2019
Next Review:	2 <sup>nd</sup> Qtr 2022
Reviewed:	03/14/2019
Original:	04/14/2016

### I. POLICY

- A. The purpose of this policy is to ensure the safety of children visiting the library through compliance with Child Protective Services Law (“CPSL”), 23 Pa. C. S. §§6301 et seq.
- B. 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
- C. 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.
- D. 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.
- E. New library employees may be employed prior to receiving child abuse certifications providing all the following conditions are met:
  - 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.

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- F. Library employees must renew their child abuse certifications every 60 months.
- G. Library employees are considered child abuse mandatory reporters.
- H. 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.
- I. 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:
  - 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.
- J. 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](http://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.
- K. Adult library volunteers are designated as permissive child abuse reporters and are not required to obtain child abuse certifications.
  - 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.

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## 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: The director shall establish necessary procedures to comply with this policy.