

DIOCESE OF ALLENTOWN
Mandated Reporting Training Policy
September 25, 2015, revised December 20, 2017

The following people are considered mandated reporters and are required by the Commonwealth of Pennsylvania to report to law enforcement authorities all cases of suspected child abuse:

- School employees (including substitute teachers);
- All clergy, priests, deacons, ministers and spiritual leaders;
- An employee of a child-care service who has direct contact with children during the course of employment;
- Independent contractors;
- An individual supervised or managed by a person listed above and who has direct contact with children in the course of employment; and
- Volunteers with child care service, school or a program, activity or service who are responsible for a child's welfare or where a volunteer has direct volunteer contact with children.

If you suspect a child is in imminent danger from abuse, PLEASE CALL 911 IMMEDIATELY

The Diocese of Allentown requires that all identified mandated reporters complete an online training course through www.reportabusepa.pitt.edu, an approved training course by the Commonwealth of Pennsylvania.

It is also required that all identified mandated reporters review the Diocese of Allentown's Child Protective Services Law Policy. This can be done by signing into CMGconnect at <https://allentown.cmgconnect.org/> to complete an online "read and sign" OR individuals may receive the policy from their local safe environment coordinator and sign an acknowledgement form.

The training requirements set forth above apply to all Diocesan, Parish, and School employees, regardless of whether the individuals have direct contact with children. The training requirements set forth above apply to all independent contractors of schools and any other organizations within the Diocese serving children. The training requirements set forth above apply to all volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or where a volunteer has direct contact with children, including, but not limited to, the following volunteer positions:

- CCD/PREP Directors, Coordinators and teachers
- CYO Coaches, assistant coaches and team chaperones
- Day Care, Pre-school and Extended care volunteers
- Coordinators of Youth Ministry and related volunteers
- Boy Scout Leaders and staff in troops chartered by a Parish
- School cafeteria volunteers
- School and teacher assistants (including parent chaperones for school activities)
- Knights of Columbus Squires Recruiters and Youth Program Leaders

Upon completion of the online course, the certificate of completion shall be printed and given to the local safe environment coordinator at each diocesan location.

If there are any individuals at your location that do not have access to a computer to complete the course, the Diocese of Allentown is hosting training sessions that individuals may attend. The Diocese's in-person training sessions are the Pennsylvania Family Support Alliance trainings approved by the Commonwealth of Pennsylvania. Please contact Sr. Meg Cole, S.S.J., Safe Environment Coordinator for the Diocese at 610-332-0442, ext. 2019 or mcole@allentowndiocese.org to determine when trainings are scheduled. The trainings are listed on the Diocese's website, www.allentowndiocese.org. Certificates of Completion are provided to attendees at the end of the trainings. The Diocese of Allentown's Child Protective Services Law Policy is handed out as part of this training and attendees will need to sign an acknowledgement form.

The Diocese will accept certificates from any of the Commonwealth of Pennsylvania's Approved Courses for Child Abuse Recognition and Reporting Training for Mandated Reporters as listed on the www.keepkidssafe.pa.gov website. The certificates must be less than 5 years old to accept and renewed upon expiration.

These training requirements will be required to be completed every five years, or as required by the Commonwealth of Pennsylvania.