



DIOCESE OF ALLENTOWN
SECRETARIAT FOR TEMPORAL SERVICES

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Director of Insurance and Real Estate

MEMORANDUM

TO: All Pastors, Principals, and Administrators, Local Safe Environment Coordinators and Directors of Religious Education

FROM: Ms. Kelly C. Bruce *KCB*

DATE: October 6, 2015

SUBJECT: Mandated Reporter Training

CC: *Diocesan Secretaries*
Sister Meg Cole, S.S.J.
Mr. Matt Kerr
Joseph A. Zator II, Esq.
Mr. Robert Eash
Dr. Philip J. Fromuth
Ms. Kimberly A. Fetter

As many of you may know from newspapers, television and social media, the Commonwealth of Pennsylvania enacted twenty-three (23) new pieces of legislation in 2014 to change the way institutions in the state respond to child abuse. Act 31 of 2014 specifically requires the completion of training for all identified mandated reporters and that the training be repeated every five years.

Therefore, attached are a new Diocese of Allentown Mandated Reporter Training Policy, our Frequently Asked Questions and the current Diocese of Allentown's Child Protection Services Law Poster.

The attached policy 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.

The training requirement set forth above applies to all Diocesan, Parish, and School employees, regardless of whether the individuals have direct contact with children. The training requirement set forth above applies to all independent contractors of schools and any other organizations within the Diocese serving children. The training requirement set forth above applies 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

The Diocese is providing in-person training to All Priests, Deacons and Seminarians in the Diocese. We will be hosting regional in-person training sessions that individuals may attend once the Priest, Deacon and Seminarian trainings have been completed.

The Diocese of Allentown Mandated Reporter Frequently Asked Questions document should help answer questions as well as provide guidance on the process to report suspected child abuse.

The Child Protective Services Law poster should also help to provide guidance on the process to report suspected child abuse.

Please distribute the Mandated Reporter Training policy to all of your employees. Please also distribute the Mandated Reporter Training policy to all your 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. Please request that they return the certificate to you that they print after completing the online training by December 31, 2015.

We will be distributing new Background Check requirements soon which will then be followed by a new Charter Initiatives Manual to replace the current pink one that will contain all of the new policies, procedures, directions and forms. We will also be holding training sessions with the Local Safe Environment Coordinators in October and November. Please do not hesitate to contact me if you have any questions.

Thank you for your kind attention and diligence in these most important issues.

Enclosures: Mandated Reporter Training Policy
Mandated Reporter Frequently Asked Questions
Child Protective Services Law Poster, English & Spanish