

# **Diocese of Allentown**

## **Mandated Reporter Training Policy**

September 25, 2015, revised December 20, 2017, revised January 4, 2021

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, spiritual leaders;
- An employee of a childcare service who had 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 a childcare 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](http://www.reportabusepa.pitt.edu) , an approved free 3-hour 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 (CPSL) 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 (LSEC) and sign and acknowledgment for that will be kept in their employee/volunteer file.

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 other organizations within the Diocese that serve children. The training requirements set forth above apply to all volunteers of a childcare 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 volunteers positions:

- CCD/PREP Directors, Coordinators, teachers, and volunteers
- CYO Coaches, assistant coaches, team chaperones and volunteers
- 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
- Soup Kitchen volunteers
- School and teacher assistants (including parent chaperones for school/parish 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 (LSEC) at each diocesan location.

If there are individuals at your location that do not have access to a computer to complete the Mandated Reporter training course, please notify your local safe environment coordinator (LSEC) for assistance. Limited in-person training is provided in the Diocese of Allentown by approval through the Pennsylvania Family Support Alliance. Training dates are posted on the diocesan calendar by visiting [www.allentowndiocese.org/calendar](http://www.allentowndiocese.org/calendar) or by contacting the Secretariat for Health and Human Services and Youth Protection at 610-872-5200, ext. 2258 or 2204 for assistance. Certificates of completion are provided to attendees at the conclusion of the training. The Diocese of Allentown's Child Protective Services Law Policy is reviewed as part of this training and handed out or emailed to attendees. All attendees are required to sign an acknowledgement form.

The Diocese will accept Mandated Reporter three-hour training certificates from any of the Commonwealth of Pennsylvania's approved courses for child abuse recognition and reporting, as listed on the [www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov) website. The certificates must be less than five years old in order to be accepted.

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