



West Shore Recreation Commission Background Clearance and Mandated Reporter Requirements Policy - Working with Minors

PURPOSE

West Shore Recreation Commission (WSRC) recognizes the importance of providing quality service to the community through offering a wide variety of programs. WSRC employees, volunteers and contracted instructors/services are integral to the provision of safe, fun and enjoyable activities for the community. Due to the high level of public contact, WSRC will complete mandatory background checks on all volunteers, employees and independent contractors.

WHO MUST HAVE A BACKGROUND CLEARANCE CHECK

- ✓ All new volunteers, employees and contracted instructors/services must have a background screening check completed or provide official copies of results sheets of any clearances completed within the last 5 years before their instruction or involvement in a WSRC program.
- ✓ All existing volunteers, employees and independent contractors/contracted services must have a background checks completed every five (5) years.
- ✓ Anyone providing copies of clearances that have been completed within the last 5 years must affirm in writing that they have not been disqualified from employment under section 6344(c) or been convicted of a crime within the last 5 years since the clearances were completed.
- ✓ WSRC reserves the right to complete additional/renewed background checks as deemed appropriate at any time, to ensure the safety and well-being of our participants.

- ✓ Please reference WSRC's Background Clearance Procedure document for instruction on how to obtain each of the clearances below.

EMPLOYEES and CONTRACTED INSTRUCTORS/SERVICES working with minors:

- Per PA State law, any hourly employee (14 years of age or older), seeking a paid position responsible for the welfare of a child or having direct contact with children is required to complete (3) clearances for employment and a signed disclosure statement. *West Shore Recreation Commission will pay for the costs of the PA State Police criminal history and PA Child Abuse History clearances for employees. The cost of the fingerprint based federal criminal history is the responsibility of the employee.*
- Per PA State law, any contracted instructor/service who will provide recreation services to minors is required to complete (3) clearances for employment and a signed disclosure statement (If required). *Costs to obtain these three clearances are the responsibility of the contractor. See below.*

Clearances/Disclosure Statement required to work with minors (ages 17 and younger):

Information on how to obtain the three clearances below can be found at the following PA Dept. of Human Services webpage.

<http://www.keepkidssafe.pa.gov/resources/clearances/index.htm>

- Report of criminal history from the Pennsylvania State Police (SP4-164);
- PA Child Abuse History Clearance from the Department of Human Services (CY-113);
- Fingerprint based FBI federal criminal history;
- Child Protective Services Disclosure Statement for Provisional Employment. This form will only need to be completed if results from the above three clearances are not received before the start date of employment/contract.

VOLUNTEERS working with minors:

- Any volunteer (14 years of age or older), applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children is required to complete (2) clearances and either a signed disclosure statement or the federal criminal history clearance. See below.

Clearances required of Volunteers:

- Report of criminal history from the Pennsylvania State Police (SP4-164 or SP4-164A);
- PA Child Abuse History Clearance from the Department of Human Services (CY-113).

One of the following is also required for Volunteers:

- Child Protective Services Disclosure Statement for Volunteers (if the applicant has resided in Pa. during the entirety of the previous 10-year period); or
- Fingerprint based federal criminal history (if the applicant has not lived in Pa. continuously during the previous 10-year period).

MANDATED REPORTER REQUIREMENTS

EMPLOYEES, VOLUNTEERS AND CONTRACTED INSTRUCTORS/SERVICES working with minors:

Per Pennsylvania State law, employees, contracted instructor/services and volunteers must complete a mandated reporter training once every (5) years. All employees, contracted instructors/services and volunteers who work with minors must complete and provide a certification from this training. *The training is free.*