

# PA State Required Background Checks for Volunteers in Contact with Children

*Completed by you online:*

- PA Criminal <https://epatch.state.pa.us/>
- PA Child Abuse [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis), click on create individual account
- Mandated Reporter Training- [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
- FBI Fingerprinting <https://uenroll.identogo.com/workflows/1kg6y3>  
Use Diocese of Allentown PDE Volunteer code: 1KG6Y3

Acknowledgement forms filled out and returned to Patty Cahill:

- Code of Conduct and Sex Abuse Acknowledgment pages
- Child Protective Services Law Acknowledgment  
Please see the complete Code of Conduct, Sexual Abuse Policy at <http://www.allentowndiocese.org/youth-protection>  
**\*The Code of Conduct & Sex Abuse Acknowledgment forms are in this document, that need to be signed and returned.**
- Child Protective Services Law at:  
<http://www.allentowndiocese.org/index.php/about/youth-protection/mandated-child-abuse-reporting>  
**\*The Child Protective Services Law form is in this document, that needs to be signed and returned.**

Required by the Diocese of Allentown:

Attendance at a Protecting God's Children workshop- complete list of workshop times at:  
<http://www.allentowndiocese.org/calendar>

Questions? Contact Patty Cahill at [assistsec@stjaneschool.com](mailto:assistsec@stjaneschool.com) or 610-253-8442.



# Code of Conduct

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## IV. Acknowledgment Form

I hereby acknowledge that I have received a copy of the Code of Conduct for Diocesan Clergy, Lay Employees and Lay Volunteers dated 24 October 2003, revised 15 May 2014 and 16 June 2017. I have reviewed the Code of Conduct and understand its contents. I understand that I should speak with my supervisor or the appropriate Diocesan representative with regard to any questions that I may have regarding the Code of Conduct.

I understand that in working with children and/or youth, I am also subject to a background check including criminal history. I understand that any action inconsistent with the Diocese of Allentown Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal from involvement with children and/or youth, and/or removal from ministry. My signature confirms I have read this Code of Conduct and agree to follow the standards set forth in the Code of Conduct.

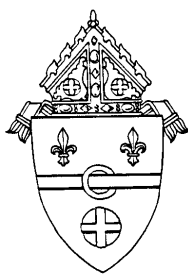
I further understand that the Diocese of Allentown has issued the Code of Conduct for informational and guidance purposes only and that the Diocese does not intend for the Code to create a contract of employment or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Code of Conduct and it reserves the right to amend or interpret the Code as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel file.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
Diocesan Location

\_\_\_\_\_  
(Please Print Name)



**DIOCESE OF ALLENTOWN**  
**Sexual Abuse Policy Acknowledgment Form**

I hereby acknowledge that I have received a copy of the *Policy Regarding Alleged Sexual Abuse of Minors by Diocesan Clergy, Lay Employees of the Diocese, Lay Employees of Parishes, Lay Volunteers of the Diocese and Lay Volunteers of Parishes* ("Sexual Abuse Policy") *Revised 20 April 2004, 19 July 2006, 10 October 2008, 29 November 2012, 23 April 2013, 15 May 2014, and 6 December 2016.*

I have reviewed the Sexual Abuse Policy and understand its contents, including the statement that the Diocese of Allentown considers any allegation of sexual abuse or exploitation of a minor by a cleric or lay employee to be an extremely serious matter. I understand that I should speak with my supervisor or the appropriate Diocesan representative with regard to any questions that I may have regarding the Sexual Abuse Policy.

I further understand that the Diocese of Allentown has issued the Sexual Abuse Policy for informational or guidance purposes only and that the Diocese does not intend for the Policy to create a contract of employment or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Sexual Abuse Policy and it reserves the right to amend or interpret the Policy as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel file.

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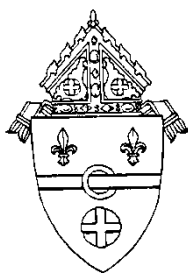
(Date)

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(Signature of Employee/Volunteer)

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(Please print name)



**DIOCESE OF ALLENTOWN  
Child Protective Services Law Policy  
Acknowledgment Form**

I hereby acknowledge that I have received a copy of the Diocese of Allentown's Child Protective Service Law Policy.

I have reviewed the Child Protective Services Law Policy and understand its contents, and the process that I must complete if I have reasonable cause to suspect that a child has been subjected to child abuse or acts of child abuse.

I further understand that the Diocese of Allentown has issued the Child Protective Services Law Policy for informational or guidance purposes only and that the Diocese does not intend for the Policy to create a contract or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Child Protective Services Law Policy, and it reserves the right to amend or interpret the Policy as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel or volunteer file.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee/Volunteer)

\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
Location (Parish/School/Office)

\_\_\_\_\_  
City



# Child Protective Services Law

All persons (including volunteers) who come into contact with children at any time in the course of their work **are considered mandated reporters of child abuse** and are required by State Law to report to law enforcement authorities all cases of suspected child abuse.

Any person who willfully fails to report child abuse commits a crime and is subject to prosecution.

Persons having reasonable cause to suspect that a child has been subjected to child abuse, or acts of child abuse, shall report immediately to the following:

- If you suspect a child is in imminent danger from abuse,  
**PLEASE CALL 911 IMMEDIATELY.**
- Please call the Child Abuse Hotline (24-hour): **1-800-932-0313**
- Please also complete the CY 47 form available from the County Children & Youth Services. It is to be filed within 48 hours of your call. The form is available for completion online at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or you may fax or mail the form to the appropriate Office of Children and Youth.
- Please call the Appropriate Office of Children and Youth Services:

Berks	610-478-6700	Bucks	215-348-6950
Carbon	570-325-3644	Luzerne	570-826-8710
Lehigh	610-782-3064	Monroe	570-420-3590
Northampton	610-829-4690	New Jersey	877-652-2873
Schuylkill	570-628-1050	Montgomery	610-278-5800
- The Pastor (or Board of Pastors of the Regional School )
- The Principal of the school
- Attorney Joseph A. Zator at 610-432-1900; please forward a copy of the CY-47 to Attorney Zator.
- If abuse occurs in a school setting, there may be additional reporting requirements. Please see your Principal. If the suspected perpetrator is the Principal, then see your Pastor, or the Superintendent of Education for the Diocese.  
\*\*Please document who you spoke to and when

Anyone making a report is immune from civil or criminal liability provided a report is made in good faith.

**The Diocese of Allentown urges any questions  
about the interpretation of the law be resolved in favor of reporting.**