

Caernarvon Township Memo

Date: November 10, 2015

To: Supervisors/Township Boards/Volunteers

RE: Clearance Policy for Volunteers

CAERNARVON TOWNSHIP CHILD PROTECTIVE CLEARANCE POLICY FOR VOLUNTEERS

Caernarvon Township does hereby establish a policy consistent with the Commonwealth of Pennsylvania Law, for the protection of children in the care of the Township, for any and all functions/events where Township Board Members and volunteers are acting in lieu of or on behalf of a parent or have direct volunteer contact with children because they provide care, supervision, guidance, or control and have routine interaction.

Any and all of the aforementioned person(s), shall be required to obtain clearances consistent with current or future Commonwealth of Pennsylvania Law(s). Clearances shall be required for volunteers prior to any scheduled event where the expectation is that the volunteer is responsible for a child's welfare or who has direct volunteer contact with children.

- i. The person shall be ineligible to volunteer if the background checks reveal they are disqualified. Disqualifications include: but not limited to:
 - i. All Sex offenses- regardless of time
Examples include: child molestation, rape, sexual assault, battery, etc.
 - ii. All Felony Violence- regardless of time
Examples include: murder, manslaughter, kidnapping, etc.
 - iii. All felony offenses other than violence or sex- within the last ten years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
 - iv. All misdemeanor violence offenses within the past 7 years.
Examples include: simple assault, battery, domestic violence, etc.
 - v. All misdemeanor drug & alcohol offenses-within the past 5 years or multiple offenses within the past 10 years.
Examples include: DUI, simple drug possession, drunk & disorderly, public intoxication, etc.
 - vi. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

Students who volunteer are not required to obtain certifications as long as they meet all of the following requirements:

- The individual is currently enrolled in a school;
- The individual is not a person responsible for the child's welfare;
- The event is not for children who are in the care of a child care service

Volunteers are required to obtain 3 types of background checks:

1. Pennsylvania Child Abuse- <https://www.compass.state.pa.us/cwis/public/home>
2. PSP Criminal History Check- <https://epatch.state.pa.us/Home.jsp>
3. FBI Criminal History Check- www.pa.cogentid.com.

Or

If the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, a signed affidavit stating that they are not disqualified from service based upon conviction of an offense under §6344. (See attached form) can be substituted for the FBI Criminal History Check

Volunteers must have a complete set of background checks on file in the Township office prior to volunteering at any event.

The Person in charge must verify the list of volunteers prior to the event. Any discovery on a background investigation must be cleared by the Board of Supervisors prior to that individual being placed on the volunteer list, or working at any function.