



Centre Region Parks & Recreation (CRPR) Child Safety Policy

The purpose of the CRPR Child Safety Policy is to ensure the safety of Centre Region Parks and Recreation patrons, under 18 yrs., by stipulating the proper qualifications and training for the staff and volunteers who manage and operate CRPR facilities and programs. This policy also incorporates the Child Safety Guidelines adopted in 2015 by the Centre Region Council of Governments (CRCOG). The CRPR Child Safety Policy applies to

EMPLOYEES - Employees working for CRPR, ages 14 years and older, full-time/part-time, year-round, and seasonal, responsible for the welfare of children or who come into direct contact with children. This includes Directors, Managers, Supervisors, Staff Assistants, Program Coordinators, Park Specialists, Summer Camp Staff, Aquatics/Pool Staff, Program Leaders, Interns, and Seasonal Maintenance. Child safety training is recommended.

CONTRACTED VENDORS/INDIVIDUALS - Contracted Vendors/Individuals ages 14 yrs. and over who are responsible for the welfare of children or who come into direct contact with children. This includes Umpires and Referees (for youth activities), Program Instructors (for youth activities), Summer Camp Vendors.

SUPERVISED VOLUNTEERS - Supervised Volunteers ages 18 yrs. and older who are volunteering for an agency-organized event and will be responsible for the welfare of children or will have direct contact with children, except for Community groups who volunteer to perform or assist with park maintenance projects and tasks, including Park Partner groups, Spring Spruce-Up Day groups, Day of Caring groups, and other community-based volunteer initiatives, Independent organizations and their associates visiting or renting CRPR facilities, not associated with a CRPR-operated program or event (i.e., a public or group event involving youth and conducted in a park by an organization), Independent contractors and their associates providing activities or services that are not organized by CRPR (i.e., a youth sports tournament organized and operated by a separate organization). It is noted that those individuals and groups exempt from this CRPR Policy still have a responsibility for Child Safety as provided in all applicable state and federal laws.

REQUIRED CLEARANCES AND CHECKS

Employees must submit the following clearances below. If the clearances are not in place at the start of employment, a receipt of the clearance/check must be provided to Centre Region Parks and Recreation. A provider may hire a person for employment on a provisional basis, pending receipt of a history check, provided certain criteria are met. If clearances are current, a copy shall be provided to the agency.

Do not submit clearances and background check documents with the Application for Employment. Once an applicant is offered employment, they will be asked to submit the following:

- ☐ [Child Abuse History Certification – PA Department of Human Services](#)
- ☐ [Pennsylvania State Police Criminal Record Check](#)
- ☐ [Federal Bureau of Investigation \(FBI\) Criminal History Background Check](#)

Returning employees should ensure that clearances have been provided and are up to date to remain compliant with state regulations.

Two-Adult Protection Rule

At no time shall a child be alone in the presence of only one adult during a CRPR-operated program or special event. Private, one-on-one contact between a staff member or volunteer and a child is always prohibited. Two-deep leadership requires two paid staff or a combination of a paid staff member and an approved volunteer. To provide for this process, CRPR is responsible for ensuring that sufficient adult leadership is always provided. If personal contact is needed (including first aid procedures) it must be in full view of other adults and/or children. In such cases, documentation is required (i.e., accident/incident reports). Two-Adult Protection for maintenance and custodial tasks is highly recommended but not required.

REIMBURSEMENT FOR CLERARANCES

Each staff member and volunteer is required to furnish, at their expense, the required clearance documents at the time of employment. CRPR will provide reimbursement for the fees associated with the clearances in the following situations:

- ***Employees (full-time or part-time year-round)***: The costs for the initial certifications, at the time of hire, are the responsibility of the candidate. Clearances must be updated every 5 years; the cost for the renewals will be reimbursed by CRPR upon written request submitted within 30 days of the expired clearances. Current year-round staff will also be reimbursed for the fee to obtain the initial FBI clearance. Each reimbursement request must include copies of the updated clearance(s) and proof of payment(s).
- ***Seasonal staff and interns***: Those involved in programs, parks, and aquatics operations involving children will be reimbursed by CRPR upon written request submitted within 30 days of the successful completion of their work season or work period. Each reimbursement request must include proof of payment(s).
- ***Volunteers*** will be fully reimbursed upon written request after successful completion of their tenure with CRPR upon written request within 30 days of successful completion of service. Each reimbursement request must include proof of payment(s).

Actions Based Upon Clearance Results

- *Grounds for denying employment of participation in a program, activity, or service include:*
- *In no case shall an administrator engage or approve an applicant where the Agency has verified that the applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.*
- *In no case shall an administrator engage an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:*
 - *Chapter 25 (relating to criminal homicide).*
 - *Section 2702 (relating to aggravated assault).*
 - *Section 2709.1 (relating to stalking).*
 - *Section 2901 (relating to kidnapping).*

- *Section 2902 (relating to unlawful restraint).*
- *Section 3121 (relating to rape).*
- *Section 3122.1 (relating to statutory sexual assault).*
- *Section 3123 (relating to involuntary deviate sexual intercourse).*
- *Section 3124.1 (relating to sexual assault).*
- *Section 3125 (relating to aggravated indecent assault).*
- *Section 3126 (relating to indecent assault).*
- *Section 3127 (relating to indecent exposure).*
- *Section 4302 (relating to incest).*
- *Section 4303 (relating to concealing death of child).*
- *Section 4304 (relating to endangering welfare of children).*
- *Section 4305 (relating to dealing in infant children).*
- *A felony offense under section 5902(b) (relating to prostitution and related offenses).*
- *Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).*
- *Section 6301 (relating to corruption of minors).*
- *Section 6312 (relating to sexual abuse of children).*
- *The attempt, solicitation, or conspiracy to commit any of the offenses set forth in this paragraph.*
- *In no case shall an employer, administrator, supervisor, or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.*
- *The agency shall notify the applicant in writing if the decision not to employ or engage the applicant is based in whole or in part on any of the Clearances. In this case, the following text shall be included in the letter:*
- *"We have evaluated your application for employment. As you have been advised during the application process, our policy requires that we review an applicant's PA Criminal Background and Child Abuse Clearances and FBI Criminal Record Check. Your clearance reports show that you were (insert appropriate action & description). Pursuant to the CRPR Child Safety Policy (copy enclosed), you may not be employed for a period of five years after such a conviction. If you believe that the information on which this decision is based is erroneous, please provide pertinent documentation and we will reconsider this matter."*