

**Safe Church**  
**Overview of Requirements of Pennsylvania and Canon Law**  
**The Episcopal Diocese of Bethlehem**  
**Updated June 2019**

*All links and documents referenced in this guide can be accessed by going to [diobeth.org/congregational-resources/safe-church](http://diobeth.org/congregational-resources/safe-church) or by going to [diobeth.org](http://diobeth.org) and clicking "Congregational Resources" and then "Safe Church".*

The Commonwealth of Pennsylvania requires all active clergy (including supply), lay employees, vestry members, and volunteers to obtain clearances in order to continue their positions. The law also requires that employees and volunteers be considered mandated reporters of suspected child abuse. All current clergy and employees must be in compliance with these policies, and clearances need to be renewed every 60 months.

In addition to Pennsylvania law, all active clergy (including supply), lay employees, vestry members, volunteers, and key holders, and teenage assistants (14-17 years) in the Diocese of Bethlehem must complete Safeguarding Trainings. These trainings must be renewed every 36 months. Safeguarding Training is done online. If you do not yet have a username and password, please complete the [Safeguarding Online Training request form](#) (fillable PDF) and email the form to [Paula Lapinski](mailto:Paula.Lapinski).

Please view the information below to see details about what steps you need to take in order to be compliant with Pennsylvania and Canon law. If you have any questions or run into any issues, please contact Paula at [paula@diobeth.org](mailto:paula@diobeth.org) or Megan at [megan@diobeth.org](mailto:megan@diobeth.org), or call 610-691-5655.

## **Requirements for Volunteers**

In the Diocese of Bethlehem we are committed to establishing and maintaining safe environments for children in our congregations and church buildings. All parishes are required to adhere to the Diocesan Policies for the Protection of Children and Youth from Abuse adopted by Diocesan Council, which are available for download.

[Diocesan Policies](#) (updated March 2019).

### **1) Complete all required Safeguarding courses online.**

All required modules must be completed on the [SafeGuarding website](#). Please note the required modules changed in 2019. SafeGuarding training must be completed every 36 months.

If you've registered previously, your username is your first initial followed by your last name (ex: mdembi), and your password is the last four digits of your phone number followed by "pa" (ex: 5151pa). If you are unable to login, you can click the "I forgot my username/password" links on the bottom of the login screen for help. If you are still unable to login, or you have not yet registered, please email [Paula Lapinski](#), and she will provide you with a username and password.

The following modules must be completed:

Meet Sam  
It Happened to Me  
Keeping Your Church Safe  
Safeguarding God's People: Preventing Sexual Exploitation – for Congregations  
Your Policies  
Duty to Report – Mandated Reporter  
Social Media Safety  
Abuse Risk Management for Volunteers

There are additional modules you'll need to take if your church runs a camp or a school. Please consult the attached chart to ensure you are completing the correct modules.

Beginning in 2021, if you've completed all trainings listed above, you may renew your training every 36 months by completing the following modules:

Safeguarding God's People: Preventing Sexual Exploitation – for Congregations  
Your Policies  
Duty to Report – Mandated Reporter  
Social Media Safety  
Abuse Prevention Refresher

*Please note that items 2-4 must be redone every 60 months in accordance with Pennsylvania law*

**2) Obtain a Pennsylvania Child Abuse History Clearance.**

This can be done through the [online portal](#) or you can submit a [paper form](#) to:  
ChildLine and Abuse Registry  
Pennsylvania Department of Human Services  
PO Box 8170  
Harrisburg, PA 17105-8170

**3) Obtain a Pennsylvania State Police Criminal Record Check.**

This can be done through the [online portal](#) or you can submit a [paper form](#) to:

Pennsylvania State Police  
Central Repository – 164  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758

**4) Obtain an FBI Criminal Background Check.**

*If you are a continuous resident of the commonwealth of Pennsylvania for the last 10 years, you may [fill out this form](#) in lieu of obtaining an FBI background check.*

Go to the [IdentoGO website](#) and enter the service code **1KG6ZJ**. You will then be able to schedule an appointment at a fingerprinting site near you, and learn what you'll need to bring in order to facilitate processing.

For more information about obtaining child abuse clearances and state/FBI background checks, visit PA's [DHS website](#).

**5) Keep documents on file in appropriate location**

Copies of your Child Abuse History Clearance, State Police Criminal Records Check, and FBI Criminal Background check/Volunteer Verification Form must be stored in a secure location at your parish.

	Clergy, Staff & Vestry	Clergy, Staff & Vestry Renewal	Volunteers & Keyholders	Volunteers & Keyholders Renewal	Pre-Schools (Grace Montessori, St. Gabriel's, St. Alban's, St. Stepehn's- Whitehall)	Pre-School Renewal	Cathedral addition for Camp Staff
Meet Sam	x		x		x		
It Happened to Me	x		x		x		
Preventing Sexual Activity Between Young Children	x				x		x
Keeping Your Church Safe	x		x				
Safeguarding God's People: Preventing Sexual Exploitation - for Congregations	x	x	x	x			
Your Policies	x		x				
Safeguarding God's People: Preventing Sexual Harassment - for Managers & Supervisors	x						
Duty to Report Mandated Reporter	x	x	x	x	x	x	
Social Media Safety	x	x	x	x	x	x	x
Abuse Prevention Refresher		x		x		x	
Abuse Risk Management for Volunteers			x				
Keeping Your School Safe					x	x	
Preventing Bullying					x		x
Safeguarding God's People: Preventing Sexual Haraament - for workers					x	x	
Keeping Your Camp Safe							x