



TYPE:	POLICY
SECTION:	COMMUNITY
TITLE:	VOLUNTEER CLEARANCE
ADOPTED:	9.1.2015
UPDATED:	10.19.2017

VOLUNTEER CLEARANCE PROCEDURES

Purpose

In accordance with State policy, all adult volunteers responsible for the welfare of a child or having direct contact or routine interaction with children will need to obtain clearances. All volunteers must submit clearances prior to the commencement of service.

Definitions

Child: For purposes of clearances, a child is an individual under 18 years of age.

Direct Contact: Direct contact with children is defined in § 6303 (relating to definitions) as the care, supervision, guidance or control of children. Examples include but are not limited to operating a vehicle that transports students to a school-sponsored activity or field trip, working with a small group of students or an individual, and scribing for students during examination periods.

Routine Interaction: Routine interaction with children is defined in § 6303 (relating to definitions) as the regular and repeated contact that is integral to a person's volunteer responsibilities. Examples include but are not limited to regular volunteer classroom assistants, coaches, and club advisors.

Examples of when a visitor or volunteer would not need clearances include but are not limited to Evening Collaboratives, Back-to-School night, parent/teacher conferences or meetings, school assemblies, school concerts, class parties, chaperones for field trips (so long as not routine or responsible for the child's welfare.)

Determination

Clearances must be obtained if:

- The volunteer is 18 years of age or older (adult).
- The volunteer is acting in lieu of or on behalf of a parent.
- The volunteer is responsible for the welfare of a child or has direct contact or routine interaction with children.

Required Clearances

According to the Pennsylvania Department of Human Services, all prospective volunteers must obtain the following clearances:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History Clearance from the Department of Human Services (Child Abuse).

A fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required if:

- The position the volunteer is applying for is unpaid; and
- The volunteer has been a Pennsylvania resident continuously for the past 10 years.

Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they have been a Pennsylvania resident for at least ten (10) consecutive years and are not disqualified from service based upon a conviction of an offense under §6344.

Obtaining Clearances

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission.

1. **Pennsylvania State Police Request for Criminal Records Check (Act 34).**

<https://epatch.state.pa.us/>

- On the registration page, simply click on the link, "New Record Check for Volunteers Only" and you will be directed through the process.
- The clearance is free for volunteers.

2. **Department of Public Welfare Child Abuse History Clearance (Act 151).**

www.compass.state.pa.us/cwis/Public/home.

- First time users must first create a **new account**.
- A paper form may also be requested for those who do not have computer access.
- The clearance is free for volunteers.

3. **Federal Criminal History Record Information (FBI Fingerprinting, Act 114).**

<https://uenroll.identogo.com>

- The FBI report is obtained through IDEMIA / IdentiGO.
- **Registration** - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-

enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.

- **Service Code** - When registering on-line, please use the appropriate agency specific Service Code (which is 1KG6Q9 for GCS) to ensure the background check is processed for the correct agency and/or applicant type.
- **Payment** - The fee is \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record.
- **Fingerprint Locations** - After registration, proceed to the fingerprint site of choice. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>.

Renewal

All volunteers will be required to obtain clearances every 60 months. Timeframes for renewed clearances are based upon the date of each individual clearance. If an individual or agency elected to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used. Volunteers are required to obtain updated clearances as follows:

- Within 60 months of the date of the most recent clearance;
- By July 1, 2016, if the clearance is older than 60 months; or
- By July 1, 2016, if they were approved as a volunteer before July 1, 2015, and had not received a clearance because they previously were not required to obtain clearances.

Provisional Requirement

Individuals who reside in another state or country may serve as a volunteer for no more than 30 days as long as they provide clearances from their state or country of residence. If the individual will be volunteering for more than 30 days, they must obtain clearances as outlined above. Volunteers who reside in Pennsylvania do not have a provisional period and must obtain clearances as outlined above.

Arrest/Conviction

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice, not later than 72 hours after the arrest, conviction or notification. This includes if the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a

misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

Additional Information

Pennsylvania Department of Human Services, Volunteer Frequently Asked Services:
http://www.dhs.state.pa.us/cs/groups/webcontent/documents/document/c_135249.pdf

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS/OR CHARTER CONTROL.

Adopted this _____ day of _____, 2017

Board President

Board Secretary