

Safe Sanctuaries Process

Carlisle UMC aspires to be a safe, loving atmosphere to share the love of Christ with everyone who participates in our children and youth programs. To best care for our children, youth and volunteers, CUMC requires everyone working with children and youth complete our Safe Sanctuaries process.

Our **SAFE SANCTUARIES POLICY** includes screening and background checks on all adult volunteers and staff working with young people in any capacity, training on preventing and recognizing abuse and reporting procedures, and building usage guidelines to ensure the safety and security of each child.

Following guidelines of PA State Law, CUMC requires volunteers and staff complete these five steps to comply with our Safe Sanctuaries Policy:

1. Read the Safe Sanctuaries Policy and sign the Participation Covenant
2. Complete a PA State Police Clearance
 - a. Volunteers: Use Volunteers Clearances button
 - b. Staff: Must do paid version. Save/print receipt for reimbursement.
3. Complete the Department of Human Services Clearance
 - a. Volunteers: Use Volunteer option
 - b. Staff: Must do paid version. Save/print receipt for reimbursement.
4. Complete FBI Criminal History with Fingerprinting (all *CUMC & volunteers living outside of PA in past ten years*) *OR Affidavit*.
 - a. FBI Fingerprinting
 - i. Go to www.identogo.com
 - ii. Click on "Get Fingerprinted" Enter "PA."
 - iii. Click on "Digital Fingerprinting" Enter Service Code: **1KG756**
 - iv. Schedule an appointment. Closest center is Bosler Public Library, Carlisle
 - v. Cost due at scheduling \$23.85
 - vi. Report comes via mail. Bring original to church office to be scanned.
 - b. Affidavit
 - i. For those living in PA past 10+ years.
 - ii. Must be notarized.
5. Complete the National Sex Offender Registry (NSOR) (Required only for Staff, Little Lights Readers, and Office Receptionists)
6. Complete online training
 - a. Email Office@carlislepaumc.org to get online link
 - b. Watch 9 videos taking about 1.5 hours. Complete 10 question quiz.

According to PA State Law, clearances and training must be updated every 5 years.

For staff, CUMC reimburses you fully for all clearances. For Volunteers needing FBI, CUMC reimburses half the cost. Turn receipts into our Church Office.

Copies of all certificates must be given to Church Office as soon as possible.

For details and links: www.carlislepaumc.org/safesanc