



The Bernville Area Community Library is committed to providing a quality environment for the delivery of information for cultural, economic, educational and recreational development to the public. In order to do this, we strive to maintain a safe environment for all staff and patrons of the public library and to protect and preserve property under its stewardship.

CLEARANCES AND MANDATORY REPORTING OF CHILD ABUSE FOR EMPLOYEES AND VOLUNTEERS

EMPLOYEES

Every employee of the library shall obtain the following three clearances:

- Pennsylvania State Police Criminal Record Check,
- Pennsylvania Child Abuse History Clearance, and
- FBI Criminal Background Check.

These clearances must be renewed every 5 years.

All three clearances must be obtained by any applicant prior to start date. Potential employees already in possession of these clearance documents must present current clearances (preferably obtained within the last calendar year) at their interview.

Any employee remaining employed at the Bernville Area Community Library for more than five years will have the option of being reimbursed by the Library when they have renewed the clearances every five years. The library will own the original clearances of any employee who is reimbursed for those costs and the employee will receive a photocopy of them.

VOLUNTEER/TRUSTEE

The Library Director has the discretion to determine if any of the library's volunteers are required to obtain clearances in accordance with Pennsylvania law. If they determine that a volunteer requires the clearances then they must be obtained. All volunteers and trustees are required to have a Pennsylvania Child Abuse History Clearance prior to beginning their work for BACL. This clearance must be renewed every 5 years.

CLEARANCE RECORD MAINTENANCE

The Library Director will maintain photocopies of all clearances for all employees, volunteers, and trustees. If the employee, volunteer, or trustee chooses not to be reimbursed for obtaining clearances, the Library Director must see the original clearance forms. Photocopies of unreimbursed clearances will not be accepted without presentation of the original. Clearances will be maintained in each employee's personnel file. Volunteer and trustee clearances will be maintained in their pertinent file locations.

The library Director will report on all completed clearance activity whenever necessary.

Any employee, volunteer, or trustee who cannot obtain any of the above-named clearances will have the offer rescinded. The Library Director shall discuss any such situation with the President of the Library Board of Trustees. Further, any employee, volunteer, or trustee who is arrested for, or convicted of, an offense that would constitute grounds for denying employment or participation in a program, activity, or service, or is named as a

perpetrator in a Founded or Indicted Report, shall provide written notice to the Library Director within seventy-two hours after the arrest, conviction, or notification that he or she has been listed as a perpetrator in the statewide database.

MANDATORY REPORTING

All Library employees shall be considered mandatory reporters of child abuse. As such, every Library employee must receive state-approved training within 90 days of hire and every five years thereafter. The Library shall maintain records regarding compliance with the Recognizing and Reporting Child Abuse training laws. Copies of the Certificates of Compliance shall be kept in each employee's personnel file. The library Director shall report all training status to the Board of Trustees within the scope of their monthly report.

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