

Schuylkill Valley Community Library  
Reporting of Abuse Policy

Schuylkill Valley Community Library does not permit or allow abuse to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, and board members must follow when they learn of or witness abuse.

- I. Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the individual who is functioning as caregiver and is responsible for the patients or child’s care. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior that is prohibited by the Schuylkill Valley Community Library.
- II. Child abuse is when an individual acts or fails to prevent something that causes serious harm to an individual under the age of 18. This harm can take many forms such as serious physical injury, serious mental injury, neglect, or sexual abuse or exploitation.

According to the Child Protective Services Law (CPSL), child abuse requires acts or failures to act be committed **intentionally, knowingly** or **recklessly**.

For a current definition of abuse, please visit  
<http://keepkidssafe.pa.gov/about/faqs/index.htm>

For more information on indicators of child abuse, please visit  
<http://keepkidssafe.pa.gov/about/signs/index.htm>

- III. Reporting Procedure
  - A. All staff members who learn of sexual abuse being committed must immediately report it to the library director, unless the director is the suspect, in which case the incident should be reported to the board president.
  - B. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency.
  - C. If the victim is a child, the designee will report it to ChildLine at 1-800-932-0313. ChildLine is available 24 hours/7 days a week.
  - D. As a mandated reporter, you must provide your name and contact information when making the call. After making the call, mandated reporters must follow up with an electronic report or a written report completed on the CY-47 form within 48 hours of making the oral report.
  - E. As required by law, a mandated reporter who willfully fails to report a case of suspected child abuse is subject to criminal prosecution. In addition, if the mandated reporter is a member of library staff, the individual is subject to disciplinary action.

IV. Investigation & Follow-Up

- A. We take allegations of abuse seriously. Once the allegation is reported, we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed.
- B. Our investigation may be undertaken by an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies.
- C. If the suspect is on staff, we reserve the right to place the subject of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students.
- D. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.
- E. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the individual's relationship with our organization.

V. Retaliation Prohibited

- A. We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.
- B. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Employees will annually review this policy.

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Solomon Lausch, President

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Kathy Gerber-Fegely, Secretary

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