

Pennsylvania State Grange

Volunteer Policy

<p>1. Purpose</p>	<p>1.1. The Pennsylvania State Grange recognizes the important contributions made by all volunteers working with the youth of our organization. To ensure the safety of all youth involved in our organization a Volunteer Registry will be formed and utilized.</p>
<p>2. Definitions</p>	<p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section</p>
<p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>2.1. Volunteer – is an adult, whose role is more than that of a visitor, who voluntarily offers a service without receiving compensation. A volunteer is not a Grange employee.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>2.2. Adult - an individual eighteen (18) years of age or older.</p>
<p>23 Pa. C.S.A. Sec. 6344, 6344.2</p>	<p>2.3. Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>2.4. Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>2.5. Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or</p>

<p>3. Delegation of Responsibility</p>	<p>treatment, training or control of a child in lieu of parental care, supervision and control.</p> <p>3.1. The Pennsylvania State Grange President or designee shall be responsible for the approval of volunteers and management of the Volunteer Registry and for ensuring compliance with Grange Policies, regulations, rules and procedures.</p> <p>3.2. The Pennsylvania State Grange President in conjunction with the Executive Committee may terminate the services of a volunteer at any time.</p>
<p>4. Guidelines</p> <p>23 Pa. C.S.A. Sec. 6344.2</p> <p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>4.1. Starting August 1, 2020, all volunteers who will have contact with children are required to submit the following background checks and related documents and information to the Grange Designated Reviewer (as appointed by the Pennsylvania State Grange President) and receive Executive Committee Approval prior to providing volunteer services.</p> <p>4.1.1. Volunteer Application including acknowledgment of receipt of this policy (Attachment A)</p> <p>4.1.2. PA State Police Criminal History Report – Dated within 12 months of application date (Obtained at https://epatch.state.pa.us/ or via mail using Attachment B)</p> <p>4.1.3. PA Child Abuse History Certification – Dated within 12 months of application date (Obtained at https://www.compass.state.pa.us/cwis/public/home or via mail using Attachment C)</p>

<p>23 Pa. C.S.A. Sec. 6344.2</p> <p>23 Pa. C.S.A. Sec. 6344.4</p>	<p>4.1.4. PDE-6004 Arrest/Conviction Report and Certification Form – dated as of application date. This is a written statement that the individual has never been arrested or convicted of certain crimes specified in 24 P.S. S 1-111. (Attachment D)</p> <p>4.1.5. If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the volunteer must also submit Federal Criminal History Report (AKA Act 114)- issued at any time since the volunteer established residency. (Attachment E)</p> <p>4.1.6. Volunteers shall obtain and submit new certifications every sixty (60) months. The Pennsylvania State Grange reserves the right to request updated paperwork sooner than every sixty months at the expense of the volunteer.</p> <p>4.1.7. Current volunteers who have valid clearances on file with the PA State Grange Junior Director or the PA State Grange Youth Director as of August 1, 2020, will not be required to obtain new clearances until those on file have expired. They will be required to submit the Volunteer Application and the PDE-6004 to the Grange Designated Reviewer. (The PA Grange Junior Director, PA Grange Youth Director, and any other Grange Leaders with current copies of clearance will be instructed to provide the current clearances to the Grange Designated Reviewer). These certificates will be verified by the Grange Designated Reviewer.</p> <p>4.2. No volunteer shall begin service until:</p> <p>4.2.1. The volunteer has submitted the above mandatory background check requirements</p>
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<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>4.2.2. The Pennsylvania State Grange Designated Reviewer has evaluated the results and verified that the provided certificates are valid through the PATCH and Compass systems</p> <p>4.2.3. The volunteer registry is approved by the Pennsylvania State Grange President and Executive Committee.</p> <p>4.3. Volunteer Registry</p> <p>4.3.1. The Pennsylvania State Grange will keep a comprehensive list of all volunteers approved through the above process.</p> <p>4.3.2. The information included in the process will be kept confidential in accordance with state laws.</p> <p>4.3.3. The Grange Designated Reviewer is only allowed to confirm acceptance or denial of an individual's application to be included on the volunteer registry.</p> <p>4.3.4. Prior to any Grange Sponsored event, it will be the responsibility for the coordinator (i.e. Junior Leader/Director, Youth Leader/Director, Junior Jam coordinator, etc.) of the event to verify that all event volunteers and chaperones are included on the registry.</p> <p>4.4. Arrest or Conviction Reporting Requirements</p> <p>4.4.1. Volunteers shall report to the Pennsylvania State Grange President or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in</p>
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<p>23 Pa. C.S.A. Sec. 6344.3</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>23 Pa. C.S.A. Sec. 6311</p>	<p>a founded or indicated report pursuant to the Child Protective Services Law.</p> <p>4.4.2. The Pennsylvania State Grange President or designee shall immediately require a position volunteer to submit new certifications if the Pennsylvania State Grange President or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or the volunteer has provided written notice of such occurrence.</p> <p>4.4.3. Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.</p> <p>4.5. Child Abuse Reporting</p> <p>4.5.1. All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law.</p> <p>4.5.2. Volunteers may be required to be trained on child abuse recognition and reporting.</p> <p>4.5.3. Information on reporting suspected child abuse can be obtained at http://www.keepkidssafe.pa.gov or by request from the State Grange Office.</p>
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<p>5. Grounds for Denial</p>	<p>5.1. In no case shall a Grange consider a candidate if:</p> <p>5.1.1. The Department of Public Welfare verifies that the candidate is named in the central register as the perpetrator of a founded report of child abuse.</p> <p>5.1.2. The candidate’s criminal history record information indicates the candidate has been convicted of one or more of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under federal law or the law of another state:</p> <p>5.1.2.1. Chapter 25 (relating to criminal homicide)</p> <p>5.1.2.2. Section 2702 (relating to aggravated assault)</p> <p>5.1.2.3. Section 2709.1 (relating to stalking)</p> <p>5.1.2.4. Section 2901 (relating to kidnapping)</p> <p>5.1.2.5. Section 2902 (relating to unlawful restraint)</p> <p>5.1.2.6. Section 3121 (relating to rape)</p> <p>5.1.2.7. Section 3122.1 (relating to statutory sexual assault)</p> <p>5.1.2.8. Section 3123 (relating to involuntary deviate sexual intercourse)</p> <p>5.1.2.9. Section 3124.1 (relating to sexual assault)</p> <p>5.1.2.10. Section 3125 (relating to aggravated indecent assault)</p> <p>5.1.2.11. Section 3126 (relating to indecent assault)</p> <p>5.1.2.12. Section 3127 (relating to indecent exposure)</p>
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5.1.2.13. Section 4302 (relating to incest)

5.1.2.14. Section 4303 (relating to concealing death of child)

5.1.2.15. Section 4304 (relating to endangering welfare of children)

5.1.2.16. Section 4305 (relating to dealing in infant children)

5.1.2.17. Section 5902(b) (felony offense relating to prostitution and related offenses)

5.1.2.18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)

5.1.2.19. Section 6301 (relating to corruption of minors)

5.1.2.20. Section 6312 (relating to sexual abuse of children)

5.1.2.21. The attempt, solicitation or conspiracy to commit any of the above offenses

5.1.2.22. Felony offense under The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding submission of request for clearance.

References:

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.