



Working with Minors  
*Last Updated February 2025*

## **Child Protection Policy**

Fleisher Art Memorial seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing this policy, our goals are to protect the children participating in our organization from any harm and provide a clear path of response for staff and volunteers in the event of suspected abuse or neglect.

### **Provide a Safe Environment and Adequate Supervision of Children:**

Fleisher Art Memorial seeks to provide a safe environment and adequate supervision of children by implementing the following:

**Adequate supervision and accountability:** At minimum, one approved staff or volunteer must be present with the children during programs and activities and remain present until all children are back with their parent/guardian. At least one staff or volunteer must be an adult (age 18 or older).

**Discipline:** No physical discipline (hitting, slapping) may be used. When a child misbehaves, an adult may use redirection and/or verbal means to guide the child's behavior.

**Physical touch:** Be sensitive to the way children interpret physical contact. Only engage in physical touch if a child initiates it, such as a hug. All physical contact should be gentle and appropriate. Children have the right to refuse physical contact.

**Accidents, First Aid and Incident Reporting:** All adult staff and volunteers are allowed to administer minor first aid to injuries such as small cuts, bumps, and bruises. Always use gloves when dealing with blood. In case of a more serious injury, deal with the immediate need (i.e. apply pressure to stop the bleeding) and then contact 911 and your supervisor/lead as appropriate to assist. Any time a child is hurt, an accident/injury report must be filled out. This form can be found at the front desk with Visitor Services and should be given to the Director of Education, Caitlin Deutsch, or your program supervisor once completed.

## **Employment Requirements**

Any individual, paid or unpaid, who is a person responsible for children's welfare and has direct contact with children during employment must obtain and submit:

- PA Background Check
- FBI Background Check with Fingerprinting
- PA Child Abuse History Clearance

In addition, you must complete Mandated Reporter Training. If you are a teacher or assistant in the CPA programs, you must also complete Act 168 - Sexual Misconduct/Abuse Disclosure Release form.

Before the first day of your Fleisher class, copies of the clearances and certificates listed must be submitted to [clearances@fleisher.org](mailto:clearances@fleisher.org) (subject line: first and last name). **Clearances may be used for any relevant employment/volunteer opportunities at Fleisher, or elsewhere, for up to 5 years (60 months).**

### Background Checks:

**PA State Criminal Record Check:** <https://epatch.pa.gov/home> (free if you are a volunteer; \$22 if you are paid staff.) Paid staff can select the grey button, "Submit A New Record Check". If you are a volunteer, please follow the instructions on [this page: https://www.philasd.org/face/#volunteer](https://www.philasd.org/face/#volunteer) instead.

FBI Background Check with Fingerprinting *OR* Request for Waiver of FBI History Check (\$22.60)  
If the staff person has NOT lived in Pennsylvania for the past ten years or longer, they must obtain an FBI Fingerprint Clearance. To obtain this clearance:

- To pre-enroll for your FBI Fingerprint Clearance on the [IdentoGo website: https://uenroll.identigo.com/](https://uenroll.identigo.com/), enter the Service Code 1KG6XN. After pre-enrolling, you must schedule an appointment to be fingerprinted an IdentiGo site – bring an ID and a form of payment to your appointment.
- If you have been a resident of Pennsylvania for 10 years or longer, you may complete the [FBI Fingerprint Waiver](#): Unfortunately, teaching artists entering Philadelphia public schools (i.e. through CPA) are not eligible for this waiver.

### Clearances:

**PA Child Abuse History Clearance:** <https://www.compass.state.pa.us/CWIS/Public/Home> (free if you are a volunteer; \$13 if you are paid staff). If you are a volunteer, please follow the instructions on [this page: https://www.philasd.org/face/#volunteer](https://www.philasd.org/face/#volunteer) instead.

### Trainings:

Child Abuse Mandated Reporter (Act 126) Training Certificate (free)

All training for Act 126 must be completed through the Safe Schools Vector Solutions website. Follow the link below and click "register" to create an account, then when prompted use the registration key 'ebee1b6e'. BOTH Part 1 (60 mins) and Part 2 (125 mins) must be completed in order to be eligible to work with the CYEDU program. <https://philasdnondistrictpa.safeschools.com/login>  
<https://philasdnondistrict-pa.safeschools.com/login>

### Release Form:

Act 168 - Sexual Misconduct/Abuse Disclosure Release form, must be completed prior to teaching in Philadelphia schools, as of October 2024. [A blank PDF form can be found here.](#)

### Yearly Re-Training:

This supplemental training must be completed any year in which the employee does not complete their Mandated Reporter Training. And subsequent years of employment.

Responding to Disclosure of Child Abuse available (free)

- [Pennsylvania Family Support Alliance: https://pafsa.org/mandated-reporter-training/](https://pafsa.org/mandated-reporter-training/) You will receive a certificate of completion within two weeks, which will be sent to HR for your employee file.