

FREQUENTLY ASKED QUESTIONS

Which Westtown School volunteers are required to have background checks?

Westtown School volunteers (age 18 and up) who are responsible for a child's welfare or who have "direct volunteer contact" with children at Westtown— meaning the care, supervision, guidance, or control of children and routine interaction with children are required to have background checks. "Routine interaction" means "regular and repeated contact that is integral to a person's volunteer responsibilities."

Westtown visitors are not normally required to obtain background checks to the extent that they are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Some examples of situations where such visitors normally would not be required to have background checks would include but are not limited to:

Back-to-School nights	Halloween parades
Parent/teacher conferences	Working concession stands
School assemblies/concerts	Parent guest readers

Some examples of persons **needing** background checks would include but are not limited to:

- Regular classroom volunteer assistants
- Recess and library volunteers
- Volunteer coaches/club advisors
- Host family members (age 18 and up)
- Chaperones for field trips

Which background checks are needed?

Volunteers must obtain the following certifications:

1. Report of Criminal History from the Pennsylvania State Police; and
2. Child Abuse History Certification from the Department of Human Services; and
3. A fingerprint-based federal criminal history (Federal Bureau of Investigation) submitted through the Pennsylvania State Police or its authorized agent **UNLESS:**
 - **The position the volunteer is applying for is an unpaid position; AND**
 - **The volunteer has been a resident of Pennsylvania for the entirety of the previous 10 years.**

Volunteers who are **not** required to obtain the FBI certification (due to the two requirements above) must complete this form:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

How often do I need to renew my certifications?

Volunteers are required to obtain certifications every 60 months.

1. Report of Criminal History from the Pennsylvania State Police

Web address	https://epatch.state.pa.us/
Fee	\$0
Instructions	After your results are displayed onscreen: <ul style="list-style-type: none">● Click on the Control #● Click on "Certification Form"● Print this form and submit to Human Resources office.

2. Child Abuse History Certification from the Department of Human Services

Web address	https://www.compass.state.pa.us/cwis/public/home
Fee	\$0
Instructions	<ul style="list-style-type: none">● If you do not have an account, click "CREATE INDIVIDUAL ACCOUNT" and set one up; otherwise, click on "INDIVIDUAL LOGIN"● After your account has been created, click on "INDIVIDUAL LOGIN" and then "ACCESS MY CLEARANCES"● Follow the instructions to complete an application● Results will be emailed to the address you provided in 1 to 14 days● Print these results and submit to Human Resources office.

3. FBI Fingerprinting OR Disclosure Statement (if fingerprinting is not required)

Most Westtown Volunteers can use Disclosure statement as long as

- **The position the volunteer is applying for is an unpaid position; AND**
- **The volunteer has been a resident of Pennsylvania for the entirety of the previous 10 years.**

Disclosure Statement	<p>If fingerprinting is not required, then complete, print, and submit this form to Human Resources office.</p> <p>http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf</p>
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If the volunteer position is paid OR you have NOT been a resident of Pennsylvania for 10 years then you need to obtain FBI Fingerprinting through the following steps

Web address	https://www.pa.cogentid.com/index_pdeNew.htm
Fee	\$27.00
Instructions	<ul style="list-style-type: none"> ● Register online to receive your PA Cogent Registration Number ● Take this number to a Cogent Fingerprint Service Center <ul style="list-style-type: none"> ○ Locations and hours are listed on the website ● Results will be mailed to your home address in about 2 weeks ● Make a copy of these results and submit to Human Resources office.