

The Laymen Playmen, Inc - Child Clearances/ Background Check Policy

The Laymen Playmen, Inc requires **ALL adults over 18 years of age** to have a current PA Child Abuse Clearance **PRIOR** to the start of rehearsals. Volunteer organizations must have their active membership renew this clearance EVERY FIVE YEARS. There are **NO** exceptions to this policy. All participants will be asked to sign this policy annually in addition to attending a review of this policy for each production.

POLICY:

- Broadly defined, child abuse is defined as intentionally, knowingly or recklessly causing physical or mental injury to a child through any recent act or failure to act.
- There will be **NO** 'one – on – one' sessions between a child and an adult unless it is the parent.
- During any rehearsal or small group session, there must always be TWO adults present in the room.
- Adults are required to report anything concerning a child's welfare to either the President of the organization, the Producer of the show, or the Director as soon as noted. It is incumbent for these individuals to follow up on any reports brought forth. 'If you see something, say something'.
- In addition to obtaining a current Clearance, all adults over the age of 18 will be required to attend a review of this policy *at the beginning of* the first rehearsal and will be asked to sign an attendance sheet. This will be done annually and is required of all cast, crew, Board members and others associated with the production. Those who are not in attendance at the first rehearsal will be provided with a verbal review of this policy prior to any show activity.

HOW TO OBTAIN A CHILD CLEARANCE:

- The online site for Child Welfare and application for clearances can be found at this web address: <https://www.compass.state.pa.us/cwis/public/home>

PROVIDE A COPY OF YOUR CHILD CLEARANCE TO THE PRODUCER:

The Producer has all Child Clearance records from previous years. If you are unsure as to whether or not your Clearances are current (within a 5 year period), please contact Charla Bendas at cbendas2001@gmail.com. No phone calls.

It is advisable that when you obtain your clearance, that you make several copies. Please provide a paper copy to the Producer – do NOT provide your copy via email.

Please keep in mind, if there is NO paper copy of your clearance on file with The Laymen Playmen, Inc., it is your responsibility to provide another one **on the first day of rehearsal**. If no clearance is available, you cannot participate until one is provided. A script will be provided to you once the Child Clearance is received or confirmed in our records.

SIGNATURE: _____

DATE: _____