



OFFICE OF HUMAN
RESOURCES
AND COMPLIANCE

To: All Employees
From: Amanda Coffey, Vice President for Human Resources & Compliance
Re: Compliance Responsibilities

We are required to annually remind you of the following:

Section 6311 of the Child Protective Services Law (enhanced by Act 153) requires all employees of any educational institution (including colleges and universities) that has any students under the age of 18 to be **mandatory reporters**. This means that if you have reason to suspect that a child is a victim of abuse, you must make an immediate and direct report to PA Childline by calling 1-800-932-0313. After making a report, you must also notify the University's Department of Safety (from on-campus: ext. 6565, from off-campus: 717-691-6005) which is responsible for coordinating the University's response and cooperation with authorities. If you are working with an Athletic camp, you must also immediately notify the U.S. Center of Safe Sport by calling 720-531-0340. **This responsibility to report applies to you both on and off the job.** Willful failure to report suspected child abuse is a serious crime and can result in misdemeanor or felony charges. Please note the specific mandatory reporter training requirements for the following employees:

Employee Group:	Legislation & Requirement:	Instructions:
Camp employees	Safety in Youth Sports Act <i>Requirements:</i> (1) Free, web-based Sexual Abuse Awareness Training via MinistrySafe's Abuse Prevention Systems (2) Counselor Training Manual (3) Mandatory Reporter Acknowledgment	If you are a camp worker, your director will advise you about these requirements via e-mail. If you have not received instructions from your director, please contact Human Resources & Compliance at humanres@messiah.edu *
Licensed health care providers	PA Act 31 <i>Requirement:</i> The University of Pittsburgh's Child Welfare Resource Center's free, web-based training.	Training link: https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2_1 E-mail your certificate of completion to Human Resources & Compliance at humanres@messiah.edu
All other employees	All Messiah University employees are mandatory reporters. If you are not included in one of the two groups mentioned above, we recommend that you complete the basic mandatory reporter training provided at the Qualtrics link. This training will inform you of your responsibilities as a mandatory reporter and ways to prevent and recognize abuse.	Training link: http://messiah.qualtrics.com/jfe/form/SV_cMXTmTKy9jmaV3D

Beginning in 2019 all camp employees will be required to complete the Sexual Abuse Awareness Training prior to the start of their work assignment.

Messiah University is committed to the welfare of its employees and the environment and has developed programs and policies to insure the workplace safety of all employees and the campus community. Toward this end, the use of University resources must be in compliance with all federal, state and local environmental, health and safety regulations and all University policies. While all safety regulations and policies may not be applicable to your job, you should be aware of the availability of this information. For more details on what these requirements are, refer to the College's [Safety Manual](#), [Hazard Communication Program: Chemical Safety Manual](#), and [Waste Manual](#).