

Child Abuse Prevention Policy

Reading Public Library

Reviewed and Approved 11/17/2025

The Reading Public Library Child Abuse Prevention Policy is established to specifically protect our patrons, our employees, and volunteers in cases of child abuse and/or child molestation. Incidents of both physical and sexual abuse of children are of special concern to the Reading Public Library because of our role with children and families and as mandated reporters.

STAFF RECRUITMENT, TRAINING, AND SUPERVISION

1. Reference checks on all prospective employees and volunteers will be conducted, documented, and filed per Pennsylvania law.
2. Required clearances and training for all Reading Public Library employees and volunteers to be renewed every 60 months.
 - a. PA State Criminal History Record Check
 - b. FBI Criminal History Record Check (Fingerprinting)
 - c. PA Child Abuse History Clearance
 - d. Recognizing and Reporting Child Abuse; Mandated and Permissive Reporting via PA Online Training
3. All new staff and volunteers must participate in an orientation program including written and online materials explaining the Reading Public Library policies, procedures, and regulations. New staff and volunteers will be made aware of legal requirements and by their signature acknowledge having received appropriate policies.
4. Reading Public Library staff and volunteers will receive refresher training on an ongoing basis. Training updates will be documented and filed.

REPORTING PROCEDURES

1. When there is suspicion of child abuse, neglect, or molestation, the staff or volunteer to whom it has been reported will immediately make a report to either PA Child Line or Berks County Children & Youth Services. The staff member or volunteer will also inform their supervisor.
2. Reading Public Library staff will be familiar with and follow the reporting procedure prescribed by Pennsylvania law.
3. In the event the reported incident involves an employed Reading Public Library staff member or volunteer, the Director of Libraries shall, without exception, suspend the person from all activities. Suspension of employed staff will be with pay until the person is cleared or allegations are proven.
4. Regardless of where or under what circumstances the alleged incident takes place, if a Reading Public Library employee is involved, it will be considered as job related and affecting job performance.
5. Reinstatement of a Reading Public Library employee or volunteer will occur only after all allegations have been cleared to the satisfaction of the Director of Libraries and/or the investigating agency.
6. All Reading Public Library staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to suspected abuse or molestation only with their supervisor or the Director of Libraries.
7. Reading Public Library staff and volunteers may not contact the child or parents/guardian involved in alleged abuse or molestation incident without the permission of the Director of Libraries.