

## **MENTOR/VOLUNTEER PROCEDURES: CONFIDENTIALITY**

All the information you are told about your student is confidential and sharing that information with others is prohibited. However, you are required to report certain things. Do not promise a student that you will keep confidential information secret. Tell the student that he/she is free to share confidential information with you but that you are required to report certain things. It is critical, not only for the welfare of the student, but also to protect yourself that you adhere to these exceptions:

1. If a student confides that he or she is the victim of sexual, emotional or physical abuse, you must notify Pastor Eileen, Sarah Bocian or Jen Troutman and make a report to ChildLine immediately.

Note on your calendar when this information was reported and to whom it was given. Remember this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities.

2. If a student tells you of his/her involvement in any illegal activity you must tell Pastor Eileen, Sarah Bocian or Jen Troutman immediately. Again, note on your calendar when this information was reported and to whom it was given.

These procedures are designed to protect the students from harm and to prevent even the appearance of impropriety on the part of Reformation's Confirmation Mentoring Program and its participating mentors, volunteers and students. One accusation could, at the very least, seriously damage the reputation of all those participating and endanger Reformation's Confirmation Mentoring Program. Please know that we appreciate your participation in Reformation's Confirmation Mentoring Program and that we appreciate your adherence to these procedures. If you have any questions, please contact Pastor Alina, Sarah or Jen using the contact information below. I have read, understand and agree to strictly abide by the Reformation's Confirmation Mentoring Program Mentor/Volunteer Procedures. I understand that failure to adhere to these procedures may result in my removal from participation in the program.

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Signature

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Print Name

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Date

Pastor Eileen: w: 610-891-0600 x108, c: 630-644-0676, [pastoreileen@relcmedia.org](mailto:pastoreileen@relcmedia.org)

Sarah Bocian: [saraherdos@hotmail.com](mailto:saraherdos@hotmail.com)

Jen Troutman: [jtroutman2@yahoo.com](mailto:jtroutman2@yahoo.com)

**How ChildLine Protects Children**

The Mission of ChildLine is to accept calls from the public and professional sources 24 hours per day, seven days per week. Cultural sensitivity and courteous demeanor will be displayed at all times to all callers. ChildLine will provide information, counseling, and referral services for families and children to ensure the safety and well being of the children of Pennsylvania.

**Reporting Child Abuse, Call 800-932-0313 (TDD: 866-872-1677)**

The ChildLine and Abuse Registry Intake Unit (800-932-0313) is available 24 hours to receive reports of suspected child abuse. Professionals who come into contact with children are required to report when they have reasonable cause to suspect that a child under the care, supervision, guidance or training of that person or of their agency, institution or organization is an abused child. In addition, any person may report suspected abuse, even if the individual wishes to remain anonymous. Each call is answered by a trained intake specialist who will interview the caller to determine the most appropriate course of action. Actions include forwarding a report to a county agency for investigation as child abuse or general protective services, forwarding a report directly to law enforcement officials or refer the caller to local social services (such as counseling, financial aid. And legal services).