

DIOCESE OF MANCHESTER

SAFE ENVIRONMENT CURRICULUM

I. **Programs and Materials for Those in Ministry**

A. **Safe Haven Online Training for Adults**

B. **Protecting God's Children Training for Adults**

Summary: The *Safe Haven* online training program and the *Protecting God's Children* live training program teach adults how to protect children by making participants aware of the signs of child abuse, the methods and means by which offenders commit abuse, the reporting procedures for suspected abuse, and the steps one can take to prevent child sexual abuse.

Safe Haven training consists of 3 videos, each followed by a series of questions to test for comprehension. The training also includes information about how to report suspected abuse in New Hampshire and in the Diocese of Manchester. Trainees are also provided with the Diocese of Manchester Code of Conduct and Policy for the Protection of Children and an electronic acknowledgement that must be agreed to in order to obtain a certificate of completion.

Two videos are the centerpiece of *Protecting God's Children* training: *A Time to Protect God's Children* and *A Plan to Protect God's Children*.

Audience: All adults in ministry who regularly work with minors (clerics, religious, employees, and volunteers) and interested parents.

Implementation Goal: *Safe Haven* has been available since November 2017 (the diocese previously used 2 other online trainings: *Shield the Vulnerable* from November 2014-October 2017 and *Not on My Watch* from 2011 through 2014). *Safe Haven* is also used for refresher training for all employees and volunteers who regularly work with minors (refresher training is required at least once every four years). The *Protecting God's Children* program has been offered in the Diocese of Manchester since 2001, but at this time it is no longer in use.

C. **Sexual Harassment Training for Employees**

Summary: This online training teaches employees about what constitutes sexual harassment and how to respond to and report allegations of sexual harassment.

Audience: All employees of the Diocese of Manchester.

Implementation Goal: Sexual harassment training has been offered online since January 2013 and was previously provided during in-person training sessions. This training is mandatory for all adult employees of the diocesan schools, parishes, and administration and is to be completed as part of the hiring process. The training is offered through the online training site.

C. **Appropriate Boundaries for School Staff Guide**

Summary: This guide was designed for school staff and discusses healthy vs. unhealthy relationships and the importance of adhering to appropriate boundaries when working with students.

Audience: Catholic school employees.

Implementation Goal: The guide was developed and first distributed in April 2018. It is available on the diocesan website and all principals will be encouraged to distribute it to their staff on an annual basis.

D. **Appropriate Boundaries for Coaches Handout**

Summary: This handout discusses appropriate boundaries for coaches in their work with minors on sports teams.

Audience: Parish and school employee and volunteer coaches.

Implementation Goal: The handout was first developed in 2012. It is posted on the diocesan website and distributed annually to parishes and schools for their coaches via the diocesan e-newsletter.

E. **Appropriate Boundaries in Ministry Training for Adults**

Summary: This training curriculum includes a detailed lesson plan and is meant to be taught by qualified parish/school staff to adults who work with minors as a supplement to their initial child safety/sexual abuse awareness training. The training covers the following topics:

- Appropriate and inappropriate expressions of affection towards minors
- Safe ways of communicating with minors
- Using technology safely and appropriately
- Identifying high risk situations and ways to reduce the risk
- How to report suspected boundary violations

Audience: Adults who work with minors.

Implementation Goal: This training has been available since November 2014. The curriculum is posted on the diocesan website. This is not a mandatory program.

Safe Environment Training for Teens (16 and 17 years old)

Summary: In this live training program, teenagers who volunteer for ministry with younger children (such as in religious education programs) learn about appropriate boundaries in and standards for ministry, including but not limited to handling discipline matters, rules for supervision, and reporting incidents and concerns.

Audience: Teenagers 16 and 17 years old who regularly work with children in their ministry are invited to attend. Parents of the teenagers are also invited to attend. This is not a mandatory program.

Implementation Goal: The program has been offered to parishes since January 2005. After being updated in December 2013, the program includes a detailed lesson plan and may be taught at the parish level by youth ministers and catechetical leaders on an as-needed basis.

II. Programs for Children and Young People

A. Circles of Care (Pre-K through Grade 12)

Summary: This curriculum addresses age appropriate personal safety issues for children and youth and is introduced in the context of religious education in parish religious education programs and in the diocesan Catholic Schools. *Circles of Care* for the elementary levels was originally developed to complement the *Safe and Sound All Around* program, while the curriculum for the older grades is based on lessons contained in the book Creating Safe and Sacred Places by McGlone, Shrader and Delgatto (St. Mary's Press, 2003).

Grades Pre-K through 6: The curriculum for grades Pre-K through 6 includes age appropriate lessons for each grade with the following general outcomes: The learner will be able to:

- Recognize that respect for self and others is grounded in being created in God's image and likeness
- Identify potentially dangerous situations
- Name ways to steer away from potentially dangerous situations
- Identify trusted adults
- Identify places that are safe
- Demonstrate skills for handling difficult situations

The grade PreK-6 curriculum also includes take-home materials.

Grades 7 through 8: The curriculum for grades 7 through 8 includes one lesson with the following general outcomes: The learner will be able to:

- Recognize that respect for self and others is grounded in being created in God's image and likeness
- Identify potentially dangerous situations

- Name ways to steer away from potentially dangerous situations
- Identify practical tools for creating a safe environment

Grades 9 through 12: The curriculum for grades 9 through 12 includes one basic lesson with the following outcomes: The learner will be able to:

- identify the risk factors associated with sexual abuse
- develop a plan for responding to and supporting others in a crisis situation
- identify tools to identify and steer away from questionable and potentially dangerous situations

The grade 9-12 curriculum also includes 4 supplemental lessons on the topics of bullying & harassment, hazing, relationships, and sexting.

Parents and children in Grades K-8: The family lesson encourages communication about safety topics within families and provides information about ways to keep children safe at home, away from home, and online.

Audience: Students in grades pre-K through 12 in parish religious education programs and in the diocesan Catholic schools. The family lesson is for family faith formation programs that include parents and children in grades K-8.

Implementation Goal: All students in parish religious education programs and diocesan Catholic schools are taught the grade-appropriate *Circles of Care* lesson (or its alternative, *Netsmartz* - see below) annually. The family lesson was introduced in the fall of 2018.

B. *Netsmartz.org*

Summary: *Netsmartz* is an interactive, educational safety resource developed by the National Center for Missing and Exploited Children and the Boys & Girls Clubs of America to teach children and youth how to stay safer on the internet. The program consists of videos and corresponding lesson plans. The “tween” lesson is based upon a Power Point presentation.

The Diocese of Manchester uses the following *Netsmartz* lessons:

- Check First (separate lesson plans for grades K-2 and 3-4)
- Tell A Trusted Adult (separate lesson plans for grades K-2 and 3-4)
- Internet Safety for Tweens Power Point (grades 5-6)
- Cyberbullying- You Can’t Take It Back (grades 7-12)
- Profile Penalty (grades 7-12)
- Cyberbullying: Broken Promises (grades 9-12)
- Amy’s Choice (grades 9-12)
- Terrible Text (grades 9-12)

Audience: Students in grades K through 12 in parish religious education programs and in the diocesan Catholic schools.

Implementation Goal: *Netsmartz* lessons have been used in the diocese for grades 7-12 since the fall of 2008. The program was expanded to include students in grades K-6 in the fall of 2010. *Netsmartz* lessons may be used as an alternative, or in addition to, the *Circles of Care* lessons.

III. **Programs for Parents**

- A. ***Appropriate Boundaries: A Guide for Parents (English and Spanish)***
- B. ***Talking to Your Children about Sexual Abuse Parent Guide***
- C. ***Internet Safety Guide***
- D. ***Cell Phones & Parental Controls: Protect Your Children Guide***

Summary: These written materials offer information to parents about how to teach their children to protect themselves against sexual abuse, about the signs and symptoms of abuse, and how to identify adults who may be crossing boundaries. Parents are also provided with information about how to respond to and report suspected abuse of a child. The Internet Safety Guide includes information about online safety resources, and other materials address topics relating to online and personal safety.

Audience: Parents and other interested people.

Implementation Goal: The *Boundaries Guide* was first distributed in April 2018. The *Safe and Sound* and *Talking to Your Children About Abuse* guides initially were distributed in parishes and schools throughout the Diocese in 2002. The latter was updated in 2014 and is available in printed and electronic formats. The Internet Safety Guide initially was distributed at the Safe Environment Conference and *The Cell Phones and Parental Controls* guide was initially distributed in parishes and schools in 2008. All of these materials have been posted on the diocesan website since their initial distribution, and most have also been re-distributed in parishes and schools periodically. Parishes and schools are encouraged to provide materials to parents after teaching the *Circles of Care* or *Netsmartz* lessons.