Safe Environment Office

Archdiocese of Seattle

*Teaching Safety* Curriculum Actions

The Safe Environment Program, VIRTUS, comes with a sex abuse prevention curriculum for children. This curriculum,is called *Empowering God’s Children* *Teaching Safety.*  There are two lessons every year from kindergarten through tenth grade that are required to be taught each year (11th & 12th grades are optional). The lessons are presented in a three-year cycle through age appropriate material and videos.

Below you will find the schedule for each grade level and instructions for printing the lesson plans out. You will also find information on providing a guide to helps parents understand what the *Teaching Safety* curriculum is about.

In this Guide:

Part 1: Locating the Lessons

Part 2: Printing the Lessons

Part 3: Locating *A Guide for Parents, Guardians, and Other Caring Adults*

Part 4: Locating *Opt-Out Forms*

Recording the Training

**LESSONS SCHEDULE**

|  |  |  |
| --- | --- | --- |
|  | **October** | **April** |
| Kindergarten | |  |  | | --- | --- | | |  | | --- | |  | |   Physical Boundaries: Safe and Unsafe Touching Rules | Safe Adults, Safe Touches, and Special Safe Adults |
| First Grade | Boundaries, You Have Rights | Secrets, Surprises, and Promises |
| Second Grade | Being a Safe Friend | Grooming- Recognizing Risky Adult Behavior |
| Third Grade | |  |  | | --- | --- | | |  | | --- | |  | |   Physical Boundaries: Safe and Unsafe Touching Rules | Safe Adults, Safe Touches, and Special Safe Adults |
| Fourth Grade | Boundaries, You Have Rights | Secrets, Surprises, and Promises |
| Fifth Grade | Being a Safe Friend | Grooming- Recognizing Risky Adult Behavior |
| Sixth Grade | |  |  | | --- | --- | | |  | | --- | |  | |   Physical Boundaries: Safe and Unsafe Touching Rules | Safe Adults, Safe Touches, and Special Safe Adults |
| Seventh Grade | Boundaries, You Have Rights | Secrets, Surprises, and Promises |
| Eighth Grade | Being a Safe Friend | Grooming- Recognizing Risky Adult Behavior |
| Ninth Grade | |  |  | | --- | --- | | |  | | --- | |  | |   Physical Boundaries: Safe and Unsafe Touching Rules | Safe Adults, Safe Touches, and Special Safe Adults |
| Tenth Grade | Boundaries, You Have Rights | Secrets, Surprises, and Promises |
| Eleventh Grade (**Optional**) | Being a Safe Friend | Grooming- Recognizing Risky Adult Behavior |
| Twelfth Grade (**Optional**) | Internet Safety | Creating and Following Family Rules |

**Part 1: Locating the Lessons**

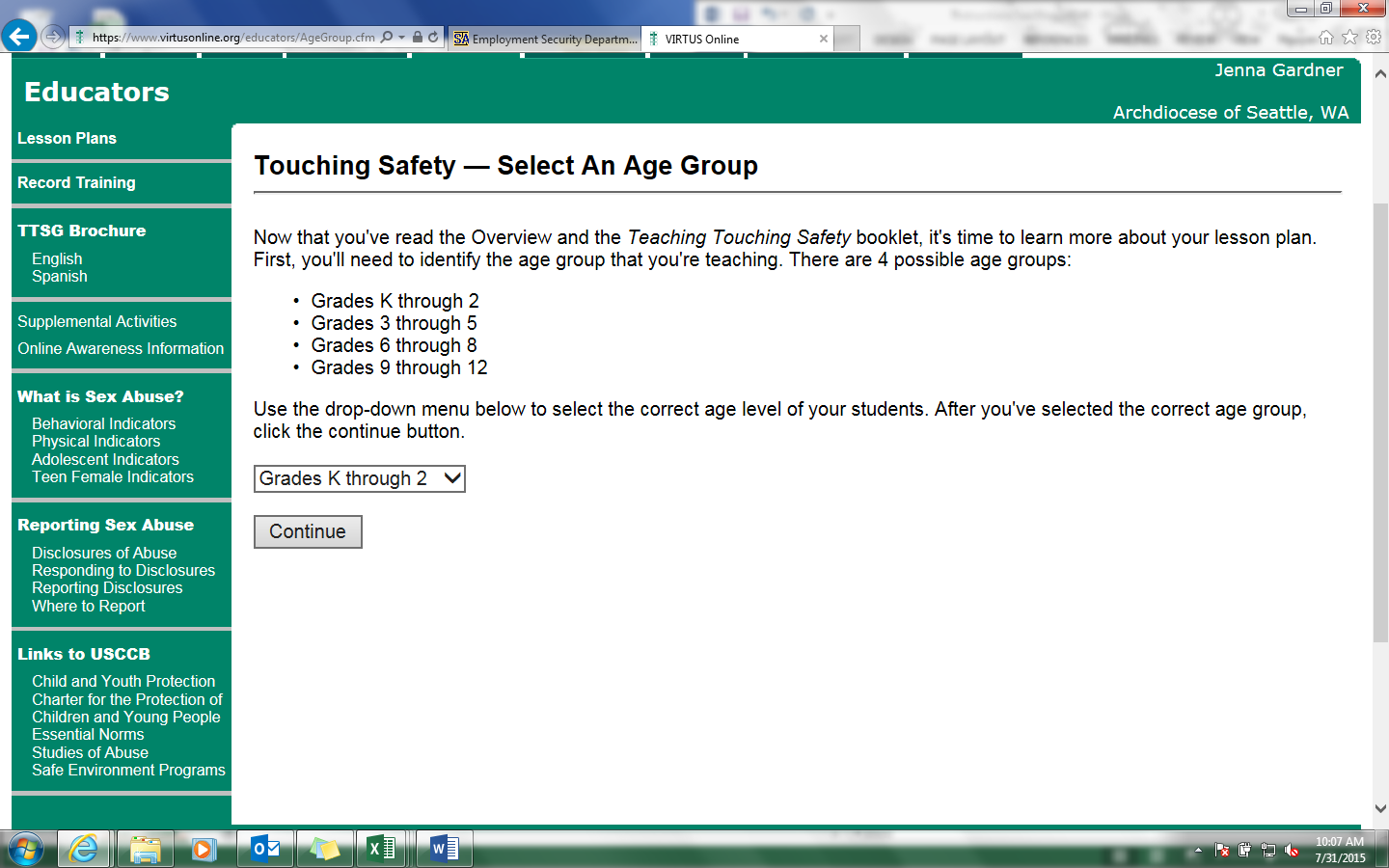
**Part 2: Printing the Lessons**

**Part 3: Locating *A Guide for Parents, Guardians, and Other Caring Adults***

**Part 4: Locating *Opt-Out Forms***

**Part 1: Locating the Lessons**

1. **Log in** to VIRTUS.
2. **Click** on the “Educators” tab. The webpage will reroute to the “Educators” page.
3. **Read** the information provided on the “Educators” page.
4. **Click** “Continue.”
5. **Select** the age group you need the lesson for from the drop-down menu (See Figure 1).



*Figure 1*

Note: For the purposes of this guide, the age group is “K through 2.”

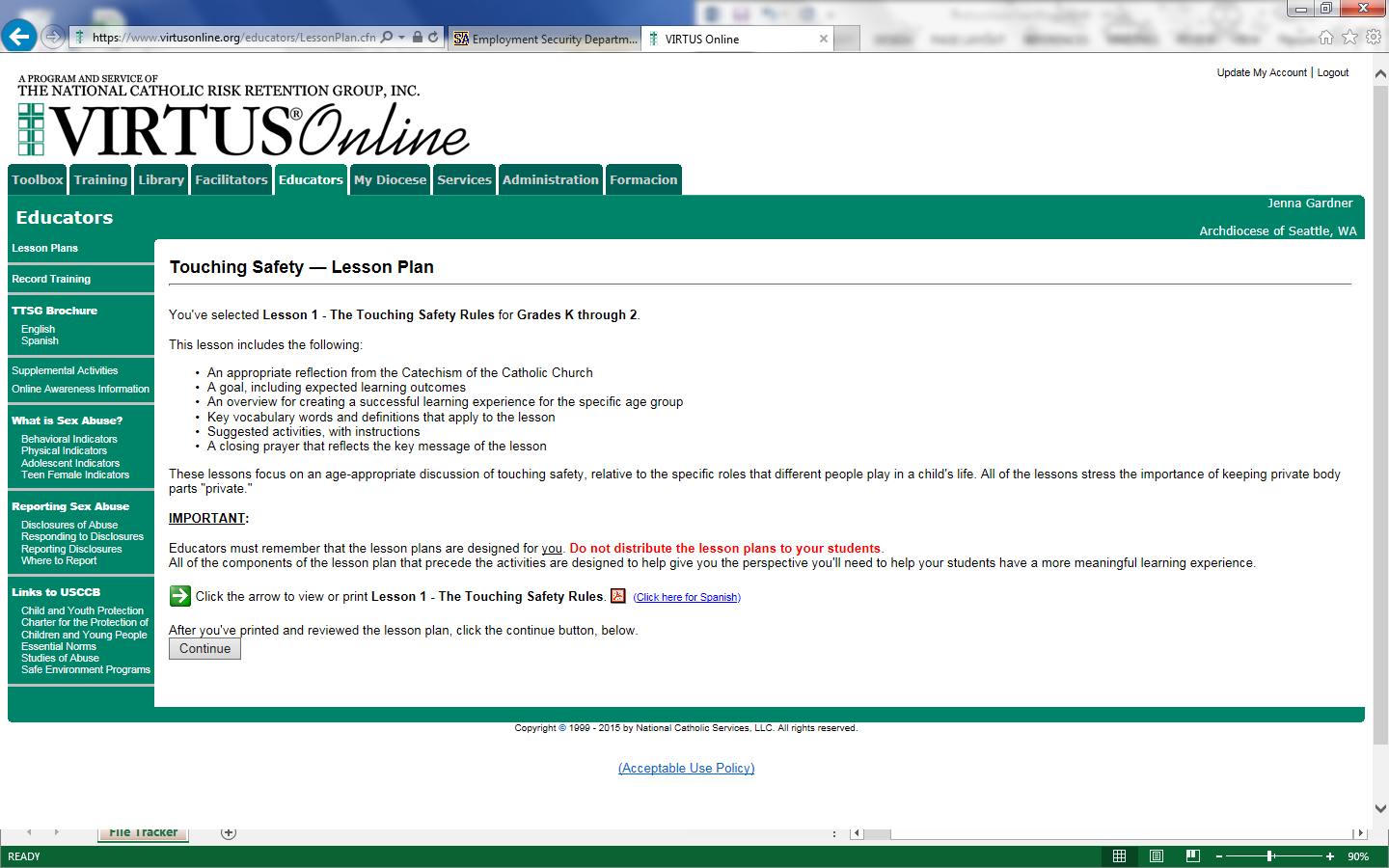
1. **Click** “Continue.”
2. **Select** the correct lesson from the drop-down menu.

Note:See the **Lessons Schedule** if you are not sure which lesson to choose.

1. **Click** “Continue.”

**Part 2: Printing the Lessons**

1. **Read** the overview of the lesson you selected.
2. **Click** the green arrow to view the lesson (See Figure 2). A new webpage will populate with the lesson plan.

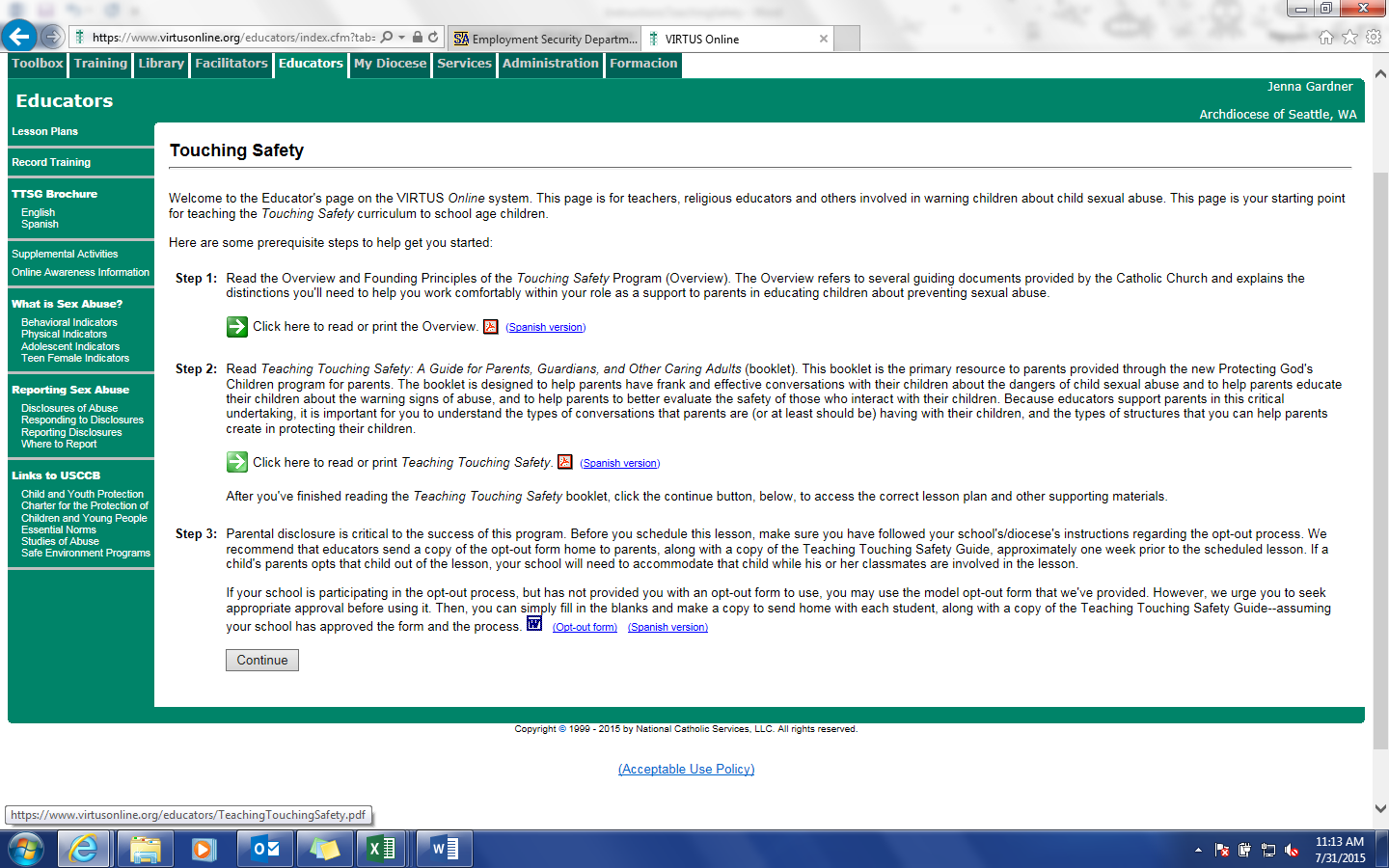


*Figure 2*

1. **Right Click** on the new webpage. A grey menu box will show up.
2. **Select** “Print” from the grey menu box.
3. **Follow** the steps your computer gives you to print the lesson plan.
4. **Distribute** the lesson plan to the individuals who will teach the lesson.

**Part 3: Locating *A Guide for Parents, Guardians, and Other Caring Adults***

1. **Follow** Steps 1 and 2 from **Part 1: Locating the Lessons**
2. **Click** on the green arrow beneath *Step 2* on the “Educator” page (See Figure 3). A new webpage will populate with *A Guide for Parents, Guardians, and Other Caring Adults.*



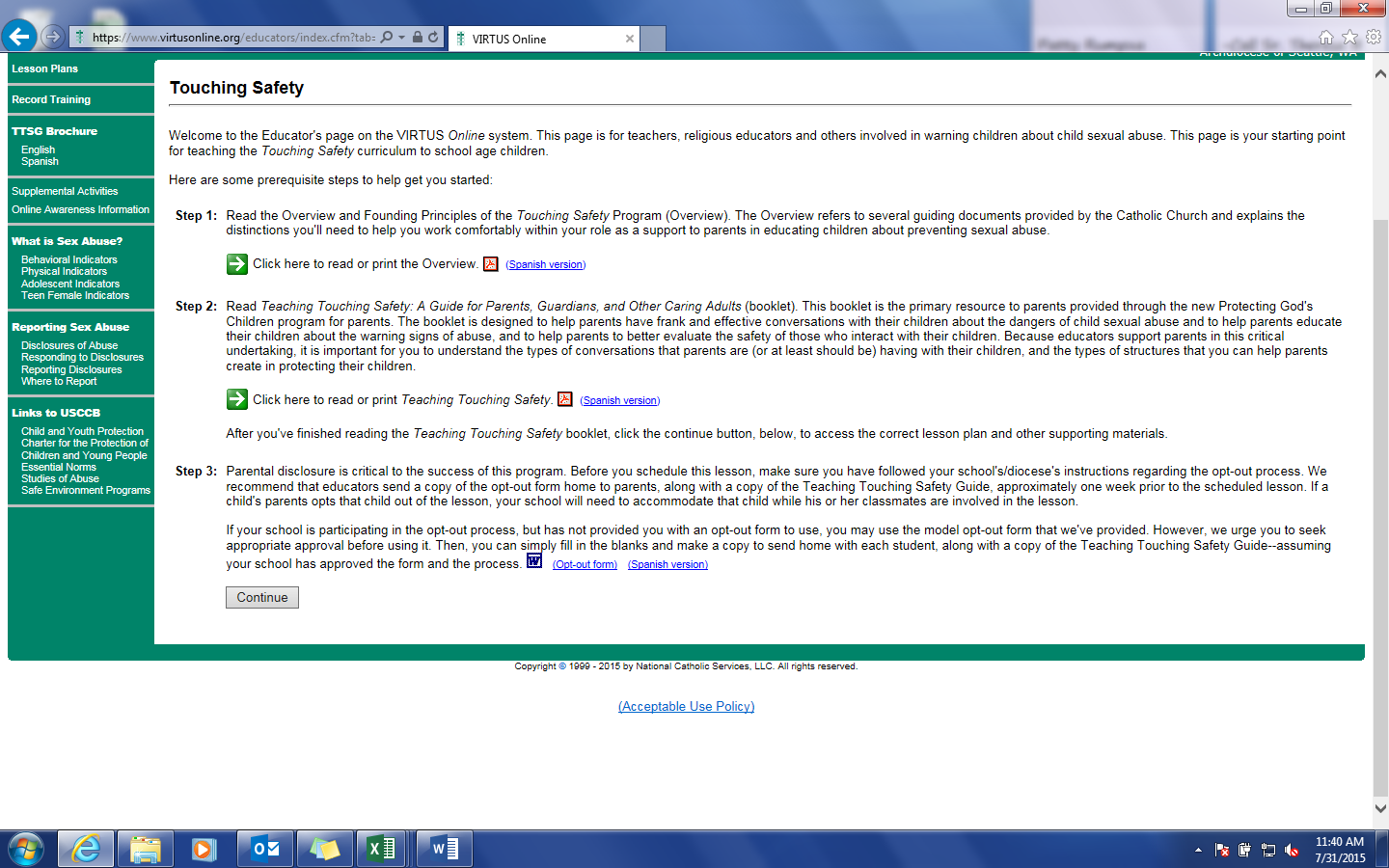
*Figure 3*

1. Distribute *A Guide for Parents, Guardians, and Other Caring Adults* to the guardians of the students.

Note: This can be done in a number of ways. You can print of copies, email them the URL for the *Guide,* or choose any other method you think would work.

**Part 4: Locating *Opt-Out Forms***

1. **Follow** Steps 1 and 2 from **Part 1: Locating the Lessons.**
2. **Click** on the hyperlink for the *Opt-Out Form* in *Step 3* on the “Educator” page (See Figure 4). A new webpage will populate with a Pop-Up Box.



*Figure 4*

1. **Select** “Open” from the Pop-Up Box. The *Opt-Out Form* will download as a Microsoft Word document to your computer.
2. **Fill out** the fields that ask for “NAME of school or program,” “DATE,” “CONTACT NAME” and “CONTACT NUMBER.”
3. **Distribute** the filled out *Opt-Out Form* to parents or guardians whorequested it.
4. **Send** the original, signed *Opt-Out Form* to the Safe Environment Office.

**Part 5: Recording the Training**

**Compiled School Recording the Training**

**Fall Numbers: Due October 31st**

1. **Complete** ***Teaching Safety* Program Training Record** form below.
2. **Scan** form or email the form back to [sep@seattlearch.org](mailto:sep@seattlearch.org).
3. The Safe Environment Office will input the data into VIRTUS.
4. **Note**: Please include all Opt-Out forms

**Please print clearly**

School Name:

School Location (City):

First Grade

Lesson 3:

Boundaries

Kindergarten

Lesson 1:

The Touching Safety Rules

Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

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Third Grade

Lesson 1:

The Touching Safety Rules

Second Grade

Lesson 5:

Grooming- Recognizing

Risky Adult Behavior: Part I

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Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

Fifth Grade

Lesson 5:

Grooming- Recognizing

Risky Adult Behavior: Part I

Fourth Grade

Lesson 3:

Boundaries

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Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

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Seventh Grade

Lesson 3:

Boundaries

Sixth Grade

Lesson 1:

The Touching Safety Rules

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Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

Eighth Grade

Lesson 5:

Grooming- Recognizing

Risky Adult Behavior: Part I

­­­­Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

**Compiled School Recording the Training**

**Spring Numbers: Due April 30th**

1. **Complete** ***Teaching Safety* Program Training Record** form below.
2. **Scan** form or email the form back to [sep@seattlearch.org](mailto:sep@seattlearch.org).
3. The Safe Environment Office will input the data into VIRTUS.
4. **Note**: Please include all Opt-Out forms

**Please print clearly**

School Name:

School Location (City):

First Grade

Lesson 4:

Telling Someone You Trust

Kindergarten

Lesson 2:

Understanding Safe Friends,

Safe Adults, and Safe Touches

Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

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Third Grade

Lesson 2:

Understanding Safe Friends,

Safe Adults, and Safe Touches

Second Grade

Lesson 6:

Grooming- Recognizing

Risky Adult Behavior: Part II

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Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

Fifth Grade

Lesson 5:

Grooming- Recognizing

Risky Adult Behavior: Part II

Fourth Grade

Lesson 4:

Telling Someone You Trust

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Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

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Seventh Grade

Lesson 4:

Telling Someone You Trust

Sixth Grade

Lesson 2:

Understanding Safe Friends,

Safe Adults, and Safe Touches

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Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments:

Eighth Grade

Lesson 5:

Grooming- Recognizing

Risky Adult Behavior: Part II

­­­­Grade:

Lesson Number and Title:

Date Trained:

Educator Name:

Number of Children Trained:

Number of Children

who Opted Out:

Number of Children Absent:

Comments: