Tab B-4

Outline for Abbreviated Workshop on Prevention of Child Sexual Abuse and Sample Certification Form Regarding Abbreviated Workshop Training

5/13/2008

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Information Regarding the Abbreviated Workshop on Prevention of Child Sexual Abuse

Not all volunteers who work with children need to attend the full workshop on the Prevention of Child Sexual Abuse. Volunteers whose contact with children is limited to Sunday morning (e.g. Sunday School teachers) may be trained using the outline that begins on the next page.

Appropriate leaders for this abbreviated workshop would include the parish clergy, Sunday School directors who have attended the full workshop, counselors or other professionals who are familiar with the issues around child abuse, and others as deemed appropriate by the congregation.

There are some resources that are needed for the workshop. The congregation will need to attain a copy of the "Safeguarding God's Children" curriculum that is offered by the Church Pension Group. It may be ordered at 1-800-242-1918 for a cost of $140 to $349, depending on the number of copies being ordered and if the organization is affiliated with the Episcopal Church. Alternatively, the video "For Parents and Congregations," which is part of the curriculum, may be borrowed from a congregation that has already purchased its own copy. Of course, a television will be needed as well as a VCR or a DVD player.

Each participant will need copies of some of the materials from the Policy Manual on Sexual Abuse and Misconduct: Prevention and Response from the Diocese of San Diego. Each participant will need copies of the documents in Tab B-5, the handouts from the Diocesan Workshop on Prevention of Child Sexual Abuse. Participants should also be given copies of the materials that are specific to their responsibilities. For example, Sunday School teachers should receive copies of the documents in Tab N (Regularly Scheduled "Sunday Morning Only" Workers: Sunday School Teachers) while volunteers in the nursery should receive copies of the documents in Tab O (Regularly Scheduled "Sunday Morning Only" Workers: Nursery Volunteers). These later tabs provide information that is specific to the work that the volunteers will be performing in the parish. They will help participants better understand some of the safe practices that they should adopt and some of the warning signs that may prove critical in helping to protect the children entrusted to their care.

Workshop leaders will also need copies of the Certification Regarding Abbreviated Workshop on Prevention of Child Sexual Abuse that is found after the outline. These certifications will need to be signed and distributed to the participants. It is a good practice for the parish to keep a copy of each signed certificate on file.

Abbreviated Workshop on Prevention of Child Sexual Abuse Outline

A. As participants arrive for the training, distribute the Child Sexual Abuse Knowledge Inventory for them to test their knowledge and understanding.

B. Greet the participants, thank them for attending, and have them introduce themselves by giving their names and the work that they will be doing in the congregation.

C. Acknowledge that the topic of Child Sexual Abuse is a difficult one for many people. Let them know that if they find the video or the discussion too disturbing that they may step outside the room for awhile. Encourage people who are particularly upset to speak privately to a member of the clergy or to a professional counselor.

D. Show the video "For Parents and Congregations" which is part of the "Safeguarding God's Children" curriculum.

E. After the video, ask the participants several discussion questions:

1. What is your first reaction to the video?
2. Did anything surprise you in the video?
3. After having seen this video, is there anything that you think you might need to do differently when working with children?
4. Are there any other comments about what you've just seen?

F. Distribute the "Do's and Don'ts" handout, read through it as a group and discuss.

G. Distribute the "Age Level Behavioral Indicators" handout, read through it as a group and discuss.

H. Distribute the "Physical, Emotional, and Behavioral Boundary Violations" handout, read it through as a group and discuss.

I. Distribute the "Safe Practices" handout, read it through as a group and discuss.

J. Have participants break into smaller groups of people who share the same ministry: Sunday School teachers in one group, nursery workers in another group, etc. Give each participant the documents in the tabs that are appropriate for them. Ask each group to read through and to discuss their documents.

K. Bring participants back into the large group. Distribute the handout with the answers for the Child Sexual Abuse Knowledge Inventory and have them check their answers. Thank them for attending the workshop and give each participant a signed copy of the form entitled "Certification Regarding Abbreviated Workshop on Prevention of Child Sexual Abuse." It is a good idea for the parish to retain a copy of this document as well. Close by saying the Lord's Prayer together.

Episcopal Diocese of San Diego

Sample Form

Certification Regarding Abbreviated Workshop on Prevention of Child Sexual Abuse

_____	_____	_____
(Print Clearly) First and Last Name of Applicant	**Church**	**City**

_____

Title: clergy /lay employee (role) /volunteer (role)

1. Certificate Pertaining to Child Sexual Abuse:

I hereby certify, under penalty of perjury, that I have completed the Episcopal Diocese of San Diego's 'Safeguarding God's People' training pertaining to child sexual abuse, and have received the diocesan 'Policies and Procedures' for the prevention and reporting of child sexual abuse, taught by a trainer certified by the Episcopal Diocese of San Diego.

_____	_____
Training Date	Location

I understand and acknowledge that the church is relying upon the accuracy of the statements set forth in this certification. I further understand and acknowledge that any misrepresentation of the statements set forth herein is grounds for immediate termination of my employment and or volunteering.

_____	_____
Signature of Applicant	Date

_____	_____	_____
Name of Trainer (print)	Signature of Trainer	Date