

Safe Environment Office
Archdiocese of Seattle

Touching Safety Curriculum Actions

The new Safe Environment Program, VIRTUS, comes with a new sex abuse prevention curriculum. This new curriculum, *Teaching Touching Safety*, will replace *Talking about Touching*. Instead of having lessons from kindergarten through third grade, and seventh through ninth grade, there will be two lessons every year from kindergarten through tenth grade (11th & 12th grade are optional). The lessons are presented in a three year cycle through age appropriate material and videos.

Below you will find the schedule for the lessons and instructions for printing the lessons plans out for each lesson, as well as for printing out the information packets for parents. You may pass out the lessons to your educators, counselors, or whoever is going to be teaching the curriculum.

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*
- Part 5: Recording the Training

LESSONS SCHEDULE

	October	March
Kindergarten	The Touching Safety Rules	Understanding Safe Friends, Safe Adults, and Safe Touches
First Grade	Boundaries	Telling Someone You Trust
Second Grade	Grooming- Recognizing Risky Adult Behavior: Part I	Grooming- Recognizing Risky Adult Behavior: Part II
Third Grade	The Touching Safety Rules	Understanding Safe Friends, Safe Adults, and Safe Touches
Fourth Grade	Boundaries	Telling Someone You Trust
Fifth Grade	Grooming- Recognizing Risky Adult Behavior: Part I	Grooming- Recognizing Risky Adult Behavior: Part II
Sixth Grade	The Touching Safety Rules	Understanding Safe Friends, Safe Adults, and Safe Touches
Seventh Grade	Boundaries	Telling Someone You Trust
Eighth Grade	Grooming- Recognizing Risky Adult Behavior: Part I	Grooming- Recognizing Risky Adult Behavior: Part II
Ninth Grade	The Touching Safety Rules	Understanding Safe Friends, Safe Adults, and Safe Touches
Tenth Grade	Boundaries	Telling Someone You Trust
Eleventh Grade (Optional)	Grooming- Recognizing Risky Adult Behavior: Part I	Grooming- Recognizing Risky Adult Behavior: Part II
Twelfth Grade (Optional)	Internet Safety	Creating and Following Family Rules

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).
Note: For the purposes of this guide, the age group is “K through 2.”
6. **Click** “Continue.”
7. **Select** the correct lesson from the drop-down menu.
Note: See the **Lessons Schedule** if you are not sure which lesson to choose.
8. **Click** “Continue.”

Touching Safety — Select An Age Group

Now that you've read the Overview and the *Teaching Touch* First, you'll need to identify the age group that you're teaching.

- Grades K through 2
- Grades 3 through 5
- Grades 6 through 8
- Grades 9 through 12

Use the drop-down menu below to select the correct age level and click the continue button.

Grades K through 2 

Figure 1

Part 2: Printing the Lessons

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

IMPORTANT:

Educators must remember that the lesson plans are designed for you. **Do not distribute the lesson plans to your students.** All of the components of the lesson plan that precede the activities are designed to help give you the perspective you'll need to

 Click the arrow to view or print Lesson 1 - The Touching Safety Rules.  [\(Click here for Spanish\)](#)

Figure 2

11. **Right Click** on the new webpage. A grey menu box will show up.
12. **Select** “Print” from the grey menu box.
13. **Follow** the steps your computer gives you to print the lesson plan.
14. **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*.

Step 2: Read *Teaching Touching Safety: A Guide for Parents, Guardians, and Other Caring Adults* (booklet). This booklet Children program for parents. The booklet is designed to help parents have frank and effective conversations with their children about the warning signs of abuse, and to help parents to better evaluate the safety of those who are undertaking, it is important for you to understand the types of conversations that parents are (or at least should be) creating in protecting their children.

 Click here to read or print *Teaching Touching Safety* (Spanish version)

Figure 3

3. 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.

Step 3: Parental disclosure is critical to the success of this program. Before you schedule this lesson, make sure you have followed the steps above to inform parents about the lesson. If a parent declines to have their child participate in the lesson, your school will need to accommodate that child while his or her classmate participates.

If your school is participating in the opt-out process, but has not provided you with an opt-out form to use, you may use appropriate approval before using it. Then, you can simply fill in the blanks and make a copy to send home with each student. Your school has approved the form and the process.

Figure 4

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

Part 5: Recording the Training

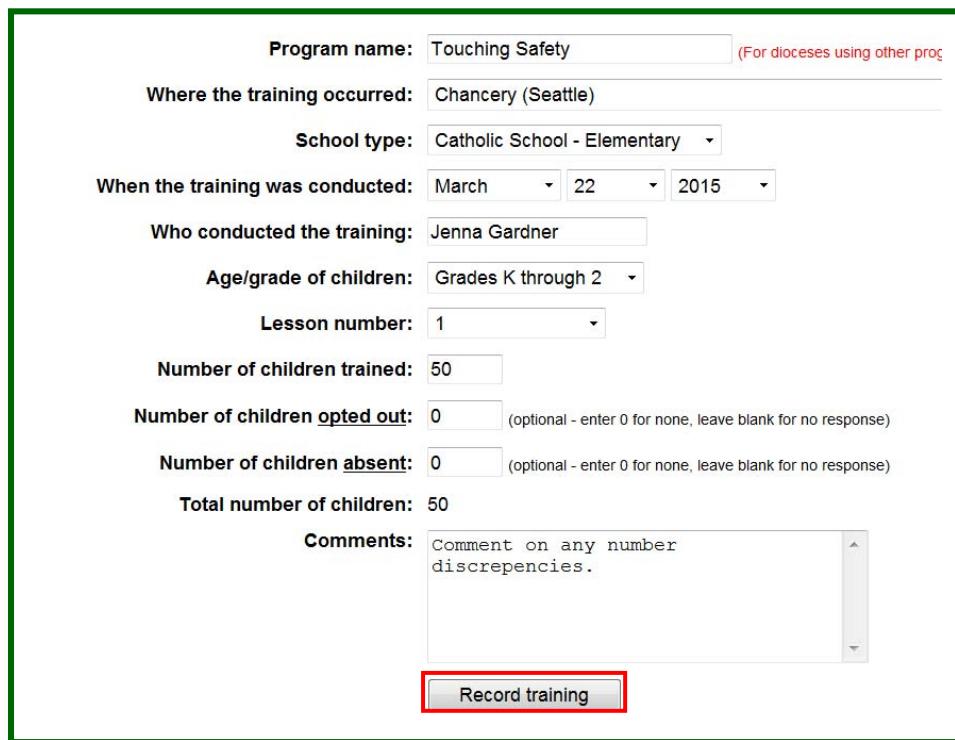
1. **Log in** to Virtus.
2. **Click** “Educators” tab.
3. **Click** “Record Training”
(See Figure 5).
4. **Click** “Add a new training record.”
5. **Enter** all information requested.
(See Figure 6).
6. **Click** “Record Training”
(See Figure 6).



The screenshot shows the 'Educators' section of the Virtus website. At the top, there are tabs for 'Toolbox', 'Training', 'Library', 'Educators' (which is the active tab), and 'My Diocese'. Below the tabs, the 'Lesson Plans' section is visible, with a 'Record Training' button highlighted by a red box. To the right, the 'Touching Safety' curriculum is introduced with a welcome message and two steps: 'Step 1: Read the Overview and Founding Principles' and 'Step 2: Read Teaching Touching Safety: A Guide for Educators'.

Figure 5

Note: Educators must record every training they conduct. For example, the kindergarten teacher will record the details for lesson one and lesson two separately.



The screenshot shows the 'Record Training' form. It includes fields for: Program name (Touching Safety), Where the training occurred (Chancery (Seattle)), School type (Catholic School - Elementary), When the training was conducted (March 22, 2015), Who conducted the training (Jenna Gardner), Age/grade of children (Grades K through 2), Lesson number (1), Number of children trained (50), Number of children opted out (0), Number of children absent (0), Total number of children (50), and Comments (Comment on any number discrepancies). A 'Record training' button is at the bottom.

Figure 6