

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*

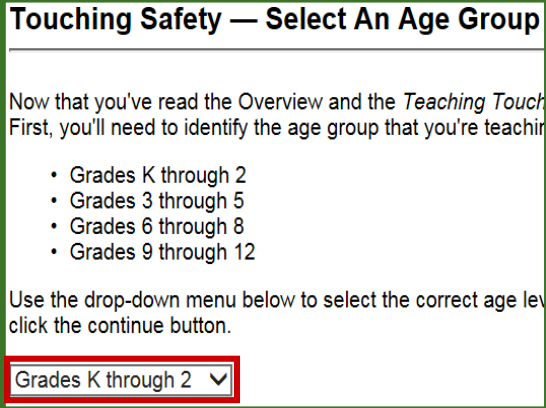
Part 5: Recording the Training

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

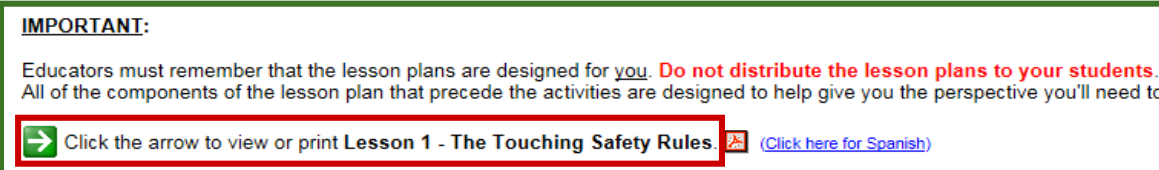
Use the drop-down menu below to select the correct age level, then click the continue button.

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 create 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 appropriate process. We recommend that educators send a copy of the opt-out form home to parents, along with a copy of the Teaching Touching Safety booklet. If a child's parents opt that child out of the lesson, your school will need to accommodate that child while his or her classmate is in the lesson.

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 the attached form. Please note that you must obtain appropriate approval before using it. Then, you can simply fill in the blanks and make a copy to send home with each student. If your school has approved the form and the process, you can click on the link below.

 (Opt-out form) (Spanish version)

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).



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.

A screenshot of the 'Record Training' form. The form contains the following fields and values: 'Program name' is 'Touching Safety' (with a red rectangle around the text and a note '(For dioceses using other prog)'); 'Where the training occurred' is 'Chancery (Seattle)'; 'School type' is 'Catholic School - Elementary'; 'When the training was conducted' is 'March 22, 2015'; 'Who conducted the training' is 'Jenna Gardner'; 'Age/grade of children' is 'Grades K through 2'; 'Lesson number' is '1'; 'Number of children trained' is '50'; 'Number of children opted out' is '0' (with a note '(optional - enter 0 for none, leave blank for no response)'); 'Number of children absent' is '0' (with a note '(optional - enter 0 for none, leave blank for no response)'); 'Total number of children' is '50'; 'Comments' is 'Comment on any number discrepancies.' (with a red rectangle around the text). At the bottom right, there is a 'Record training' button highlighted with a red rectangle.

Figure 6