



PROTECTING God's Children®
*Participant
Workbook*



A Time to Protect God's Children

One out of every five adult women and one out of every 10 adult men say they were molested as children. This means there are an estimated 40 million adult survivors of childhood sexual abuse in the United States alone.

1. What are some reactions to the video?
2. What are some reasons that children don't tell anyone about being abused?
3. What did you learn about perpetrators?
4. What are some safety concerns regarding young people and the Internet?

Myths and Fact

Separating myths from facts is the key to understanding the issue surrounding child sexual abuse, preventing the abuse from happening, and forming a clear plan for addressing the issue in our homes, parishes, schools, and communities.

Myths:

1. Strangers are responsible for most child sexual abuse.
2. Most sexual abusers are homosexual.
3. Children usually lie about child sexual abuse.
4. Priests abuse children because of their vow of celibacy.

A Plan to Protect God's Children

- 1. Know the Warning Signs**
- 2. Control Access**
- 3. Monitor All Programs**
- 4. Be Aware**
- 5. Communicate Your Concerns**

1. Know the Warning Signs

Knowing the warning signs of a perpetrator's behavior can help us recognize the early indications that an adult or older child is engaging in an inappropriate relationship with a child or youth. Understanding those warning signs can help us develop concrete guidelines and formulate action plans that will prevent child abuse from happening.

Behavioral Warning Signs of a perpetrator that were illustrated in the video:

How does the potential child molester's behavior differ from that of a normal person?

1. Control Access

Child molesters need access to children to commit their crimes. One of the most effective ways to prevent abuse in our homes, parishes, schools, and communities is to implement plans that effectively control access to our children.

Tools for Controlling Access

1. Communicate the church's commitment to keeping children safe.
2. Use written, standard employment and volunteer applications.
3. Require criminal background checks.
4. Complete face to face interviews.
5. Check all references.
6. Regularly review guidelines and policies for adults working with minors and require everyone to be in compliance.

Staff and Volunteers:

What are the barriers and obstacles that keep you from fully implementing screening programs in your faith community?

Parents and Guardians:

What are some of the ways you control access to your children? Consider childcare references, your child's friends and their parents, babysitters, location of computer in the home, cell phone monitoring, electronic media in child's bedroom, webcams, blocking devices, etc.

3. Monitor All Programs

Effectively monitoring all programs eliminates any opportunity for an adult to be alone with a child in a secluded area. Being aware of what is going on in our parishes, schools, homes, and communities is a critical step in keeping children safe. All programs involving children should be reviewed regularly to ensure that proper policies and procedures are being followed.

What to look for at your parish and school:

1. Secluded areas and empty rooms are off limits.
2. No children are allowed in staff only areas.
3. One-on-one training is done in open areas that passers-by can observe.
4. Supervisors regularly visit areas of activity
5. At least two trained adults are present for any activity.
6. Have “sign-in” and “release” policies and procedures for adults who drop off and pick up children.
7. All electronic media is monitored in a controlled setting with appropriate blocking and/or filtering software.
8. All employees and volunteers are compliant in Virtus.

Ways you as a parent or guardian can monitor programs and activities your child is involved in:

4. Be Aware

Parents are the “ultimate educators of their children.” They must talk to, listen to, and observe their children if they are to be alert to the subtle signs of possible problems. Awareness and communication are the keys to detecting when children are in danger.

Ways you can be aware of what is happening to your child:

1. *Listen to your child.*
2. *Believe your child.*
3. *Be alert to changes in your child’s behavior.*

How can we, as parents and committed adults, prepare our children and young people to resist the overtures of a child molester?

Self-respect
Self confidence
Freedom within boundaries

5. Communicate Your Concerns

How often have you heard someone say, “I had an uneasy feeling at the time, like something wasn’t right.” Adults must learn to pay attention to these feelings and communicate their concerns about situations that can potentially place children or young people in harm’s way. This can be one of the most difficult, but one of the most important steps in the process of eliminating child sexual abuse.

You are a mandatory reporter in the State of Kentucky. Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused is to file a report with local law enforcement, the Kentucky State Police or the Cabinet for the Protection of Families and Children. (KRS620)

Ways to Communicate My Concerns

1. Talk with the person involved.
2. Talk with the person’s supervisor.
3. Call the Victim Assistance or Safe Environment Coordinator.
4. Call the police or child abuse hotline

Reasons why people are afraid to communicate their concerns

1. Fear of being wrong
2. Fear of accusing someone
3. Fear of an angry response

REFLECTION

As we conclude this Protecting God's Children awareness session for adults, God is calling each one of us to make concrete changes to protect the children in our homes, churches, schools, and communities.

I am committed to making the following changes in my approach to my parish, school, or community.

I am committed to making the following changes in my home or neighborhood.

When a Child Reports

1. Listen and stay calm. Do not over question or demand details
2. Explain that the child has done nothing wrong
3. Do not place blame on anyone; the child may want to protect the offender
4. Assure the child she/he can come to you anytime to tell you anything
5. Explain to the child that you must tell relevant authorities
6. Seek appropriate medical care and /or counseling for the child if needed.

For help, please contact
Ms. Margaret M. Schack, Victim Assistance Coordinator
(859) 392-1515
OR
Intake Worker, Catholic Charities
(859) 581-8974

Reporting CURRENT abuse of MINORS or VULNERABLE ADULTS

Cabinet for Families and Children, Division of Protection and Permanence

Boone County	(859) 371-8832	Harrison County	(606) 234-3884
Bracken County	(606) 735-2195	Kenton County	(859) 292-6340
Campbell County	(859) 292-6733	Lewis County	(606) 796-2981
Carroll County	(502) 732-6681	Mason County	(606) 564-6818
Fleming County	(606) 845-2381	Owen County	(502) 484-3937
Gallatin County	(859) 567-7381	Pendleton County	(859) 654-3381
Grant County	(859) 824-4471	Robertson County	(606) 724-5413

Reporting ADULTS who were abused as minors

Commonwealth Attorney

Boone County	(859) 586-1723	Harrison County	(606) 234-2707
Bracken County	(606) 564-4304	Kenton County	(859) 292-6580
Campbell County	(859) 292-6490	Lewis County	(606) 473-9823
Carroll County	(502) 732-6688	Mason County	(606) 564-4303
or	(502) 732-5841	Owen County	(502) 732-6688
Fleming County	(606) 564-4304	or	(502) 732-5841
Gallatin County	(859) 586-1723	Pendleton County	(859) 234-2707
Grant County	(859) 732-6688	Robertson County	(606) 234-2707
or	(502) 732-5841		

It is preferable that you call the county in which the abuse allegedly occurred.

Kentucky Child Abuse Hotline 1-800-752-6200

Indiana Child Abuse Hotline 1-800-800-5556

Ohio Child Abuse Hotline 1-855-642-4453

National Child Abuse Hotline 1-800-422-4453

Kentucky Sex Offender Registry <http://kspsoor.state.ky.us/>

Resources Diocese of Covington

Safe Environment Information www.covingtondiocese.org

Other Resources

www.childhelp.org -> Get Help ->

National Center for Missing and Exploited Children

Cybertipline

NetSmartz.org

www.virtus.org -> library of articles

STOP! LOOK! READ ABOUT...

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THE VIRTUS PROCESS

THE FIRST STEP

- Go to your parish, school, or institution office. Introduce yourself to whomever is responsible for the Volunteers OR employees. (Parish priest, Principal, Director of the Institution or it could be the head coach of the team for whom you are volunteering, or scout leader.)
- Review the rules and regulations (Policies and Procedures for Addressing Sexual Misconduct) and the two forms:
 - 1) Application Form used for reference and Background Check verification
 - 2) Acceptance Form for the Policies and Procedures for Addressing Sexual Misconduct.
- Fill out the two forms and leave them with the person in charge to give to your coordinator to process through the Diocese. The booklet that goes with the Policies and Procedures for Addressing Sexual Misconduct Acceptance form is available on the www.covdio.org/safe-environment/ web site under Addressing Sexual Misconduct Policy and Procedures Booklet.

REGISTERING ON-LINE

For security reasons, you cannot use a cell phone, landline phone, kindle or tablet to enter a background check.

“Registering” means opening an account at www.virtus.org. You may only open ONE account. If you know that you already have an account, you may get your ID and password by clicking on “Forgot your Password” on the first screen.

Go to www.virtus.org, Click on the Registration link in the left green area of the page. Begin the registration process.

Select "Covington, KY (Diocese)" in the dropdown list. Create your User ID. Create a password. Make a notation of these somewhere; you will need them every time you access Virtus. **Do not use your email address as your user ID** since no two people can use the same user ID. User ID's are case sensitive. If you have a printer, it's good to print a copy for yourself now.

Your name needs to be entered as your FULL LEGAL name. There is a separate box for a suffix such as Jr., Sr., II, and III, etc. If there is a nickname you use, please enter it in the appropriate box.

Continue filling out your information. Select the Primary location that handled your paperwork. If you work for the Diocese, select your place of employment as the Primary location, and where you volunteer as an additional location. If you volunteer at your home parish and at a high school, please select the home parish as your primary location. You may select more than one secondary location. Please keep your list of locations current online as they change. Substitute Teachers: please list “Substitute Teacher” as your primary location and the school where you will be subbing as secondary.

Select your role in the Diocese. Select "Parent" only if you do NOT wish to be a Volunteer and do not want to receive the monthly bulletins. If you wish to be a Volunteer, select "Volunteer". Continue your registration. If you are a coach, catechist, scout leader, contracted janitor, please select that option.

- Select "Yes" or "No" when you get to the page about attending a session. If no, select the session you wish to attend. If yes, you have already attended a session in the Diocese of Covington, you will have the option to select which one you attended. If you attended in another Diocese, please give that information to your primary location. If you register on-line AFTER having attended the class, please email the approximate date and place to msteffen@covdio.org or write that information on your *Policies and Procedures for Addressing Sexual Misconduct Acceptance Form* that you turn in to the location where you are volunteering or employed.

After you see "Thank you for registering with Virtus Online", click on "Begin Background Check" and follow the prompts. The cost for a background check is \$25 and will cover you as long as you remain "active" in Virtus. If you do not want to use a credit card for your background check, contact your primary location. You may purchase a "token" for \$25 that enables you to enter the token number in place of a credit card number. It usually takes approximately two days for a background check to be marked "complete". If your background check says "pending," that means it is being processed. Please do not re-enter your information and pay another \$25, but keep checking your status. If you see that you have entered the incorrect social security number, please notify Selection.com by Live Chat right away to avoid any additional fees. If you enter the incorrect date of birth, you will need to submit another background check with an additional cost of \$25.

Your account will not be viewable until all your paperwork has been processed. Please do not register a second time. You will receive a notification from Virtus that you have registered. It will come from system@virtus.org.

REGISTERING WITHOUT SIGNING UP FOR A CLASS

It is important that you register immediately, whether you select a class or not, so that your paperwork can be processed.

On the page that asks you to sign up for a class, scroll to the bottom and click on "Submit Registration".

The system will then say, "You did not select a training session. Do you want to select a training session at this time?" Say "NO".

The system will then say, "If you do not select a session now and are required to attend one, you will need to come back to this site, log in and select a session at a later date." Say, "Okay".

The system will tell you that you have successfully registered.

You will need to attend Protecting God's Children for Adults training (VIRTUS) AND sign up for a PLAC: Play Like A Champion coach or parent training for elementary or secondary

Register for training through your Virtus account. You must attend Virtus training first.

1. www.virtus.org
2. User ID and password
3. Training Tab – Look for "Live Training" on the left green column
4. Click on "Pre-Register for an upcoming live training session" and choose from the dropdown list.
5. Be sure to click on "Submit Registration" at the bottom of the page.

REGISTERING FOR PLAY LIKE A CHAMPION ONLY

These directions are only for those adults who do not wish to be volunteers or employed in the Diocese, but only need Play Like a Champion as a parent of a child in athletics.

1. www.virtus.org
2. Click on Registration on left column
3. Choose the Diocese of Covington
4. Choose a user ID and a password
5. Print off a copy of these to keep
6. Select the Primary Location where your child is in athletics.
7. Select your role in the Diocese as “parent” only (not volunteer or employee)
8. Do not submit a background check.

When it asks you to choose a training session, choose a Play Like a Champion Parent class only for either elementary or secondary, depending on age of your child.

CHANGING A CLASS CHOICE

If you need to change a training session that you have previously chosen, enter your user ID and password. On the left side of your screen in the dark green column, click on “Instructor Led Training”. Choose “Select New Session”; then choose the one you want now. The pop-up will say, “Are you sure you want to attend?” Choose “okay”.

YOUR ACCOUNT IS ACTIVE

Your account is active after (1) the Policies and Procedures for Addressing Sexual Misconduct Acceptance Form is recorded, (2) your background check has been processed and completed (3) your class attendance has been verified.

You will receive an email from VIRTUS when your account is open. It will include your user ID and password. Be sure that your spam blocker is setup to accept emails from system@virtus.org . Now you will be ready to start processing your bulletins. Bulletins are placed on the accounts on the first Sunday of each month. To stay in compliance, process each bulletin within 30 days. Due dates will be published in the *Messenger* and in parish newsletters, bulletins, etc.

If you go beyond 30 days, your TRAINING tab will disappear letting your “locations” know that you are not currently volunteering. ALL training tabs will automatically appear in April, August and December. You are given the opportunity to "catch up" during those months and continue monthly bulletins going forward. If for some reason, you have fallen behind 1 or 2 bulletins, have a valid reason why your account is in suspension, and you need to currently volunteer, just make the request through your school, parish or agency.

Please register only ONCE. Opening more than one account causes confusion and keeps you from remaining compliant.

If you need to change your contact information or locations, enter your ID and password. Click “update my account”. Make the desired change. SAVE.

After the initial background check, a Search America background check will automatically run three times per year as long as you remain “active” in Virtus. Please notify your primary location when you wish to become “inactive.”

If you have any questions, please contact Marylu Steffen at msteffen@covdio.org, or by phone at 859-392-1500 Ext.1565.

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