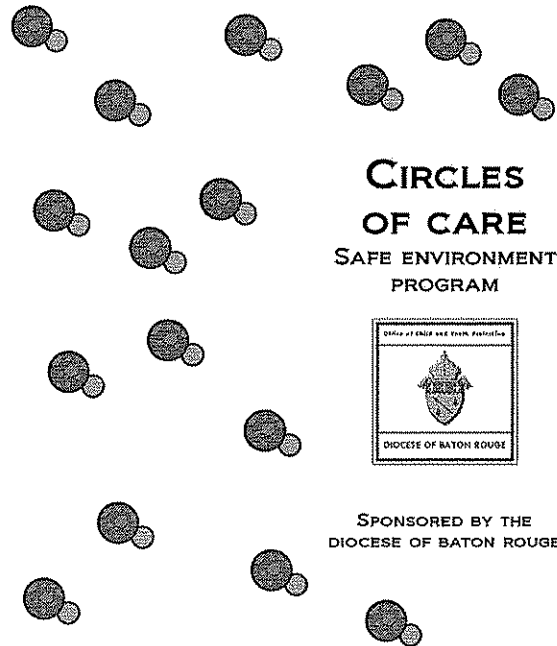


CIRCLES OF CARE
2009/2010

MANUAL FOR DIOCESAN SCHOOLS AND CHURCHES



**CIRCLES
OF CARE**
SAFE ENVIRONMENT
PROGRAM



SPONSORED BY THE
DIOCESE OF BATON ROUGE

PROGRAM DATE: _____

PLEASE CONTACT _____ FOR

MORE INFORMATION AT THE FOLLOWING PHONE

NUMBER: _____

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All Catholic Schools and Parish Schools of Religion are required to teach the *Circles of Care* curriculum to children enrolled in grades K-12 annually. This manual is a resource created by the Office of Child and Youth Protection to guide the *Circles of Care* implementation process.

The *Circles of Care* curriculum is designed to be facilitated within the framework of religious education classes. It is not, however, required that *Circles of Care* be taught in religious education classes. School and Parish administrators may choose to facilitate the lessons in ways that work best for their particular venue.

It is mandatory that the lessons be conducted in every diocesan Catholic School and Parish School of Religion before or by May 1, 2010. The supporting documentation (forms included in this manual) is likewise due before or by May 1, 2010 to the Office of Child and Youth Protection.

It is mandatory that facilitators be trained on the *Dynamics of Disclosure* prior to teaching the children the *Circles of Care* lesson. The *Circles of Care* curriculum is self-explanatory.

Schools and Parishes are also required to provide parent training sessions on ways to keep children safe. The 2009/2010 parent session training topic is on the subject of bullying. An official PowerPoint presentation has been made available to diocesan institutions to use for the bullying parent training sessions.

The *Circles of Care* curriculum is posted on the diocesan web site so that parents may review it online prior to it being taught in the school or parish.

Administrators may direct their questions and concerns regarding the content of this manual to Mrs. Amy J. Cordon, Director, Office of Child and Youth Protection, Diocese of Baton Rouge.

FACILITATOR TRAINING: *DYNAMICS OF DISCLOSURE*
SIGN-IN SHEET

Directions:

Diocesan institutions are required to train all those who will be teaching the *Circles of Care* lesson plans on the appropriate handling of disclosure of abuse. The Office of Child and Youth Protection created the *Dynamics of Disclosure* PowerPoint presentation for this purpose.

Ask individuals attending the *Dynamics of Disclosure* PowerPoint presentation to sign in on the following Sign-In Sheet. Facilitators should submit the completed Sign-In Sheet to the church or parish Child Protection Site Coordinator once the presentation has been made.

Circles of Care/Schedule of Training Dates form:

This form is to be completed and faxed to the Office of Child and Youth Protection before of by 10/1/2009. Please note that this is a letter of intended training dates. It is important to plan for these dates and submit the intended dates to the Office of Child and Youth Protection as quickly as possible. If for some reason, an intended training date must be changed due to some other issue, simply notify the Office of Child and Youth Protection. We will make the adjustment on the institution's diocesan Office of Child and Youth Protection central record.

Date: _____

Dear Bishop Muench,

_____ Parish/School is in receipt of the *Circles of Care* curriculum. Below are the training dates as scheduled for the groups indicated:

- Parent/Guardian Training: *Bullying: A Message for Parents and Guardians of Children and Young People* PowerPoint

Date: _____

Time: _____

Location: _____

- Facilitator Training: *Dynamics of Disclosure* PowerPoint

Date: _____

Time: _____

Location: _____

- Children's Circle of Care Training

Date/s: _____

Time: _____

Location: _____

Child Protection Site Coordinator

Date

**Place on institution letterhead and return to OCYP before/by
10/1/2009.**

Circles of Care
Schedule of Training Dates
2009/2010

Parent Training: *Bullying: A Message for Parents and Guardians of Children and Young People* Sign-In Sheet

Diocesan Churches and Schools are required to offer parents an informational session on creating Safe Environments for children.

The Office of Child and Youth Protection developed a PowerPoint presentation titled *Bullying: A Message for Parents and Guardians of Children and Young People* for this year's parent training session.

Sign-In sheets for the parent informational session should be turned in to the institution's Child Protection Site Coordinator.

PARENT TRAINING

Bullying: A Message for Parents and Guardians of Children and Young People

Training Date

Trainer and Institution

Please have all attendees sign and print their name below:

***Circles of Care* Opt Out Forms:**

Parents and Guardians of children enrolled in grades K-12 in Catholic Schools and Parish Schools of Religion are to be notified in advance of when the *Circles of Care* Curriculum will be taught. It is the responsibility of the diocesan Church or School to make sure parents/guardians receive the following letter in ample time to review the *Circles of Care* curriculum online prior to it being taught to their children. Parents have the right to not let their child participate in the *Circles of Care* lesson.

The parent/guardian notification letter on the following page should be placed on the institution's letterhead. If Schools wish to send these notification letters home by backpack, then school personnel should also draft a slip for the parents to sign and return the next day, stating that they are in receipt of the notification letter. Parishes should mail the notification letters, since children do not attend PSR daily. However, if Parish personnel wish to place the notification letter in parent's hands when they collect their children from PSR class, then parents should be asked to initial on a form kept by the PSR teacher, that they have received the letter. It is very important that good documentation be kept in all cases. It is not acceptable that children be given Safe Environment training without parental notification.

Schools and Parishes should consider notifying parents about Safe Environment training dates in more than one way. The office of Child and Youth Protection developed a small *Circles of Care* poster/flyer which contains spaces to write the scheduled training dates. Additionally, Schools may wish to send out parent broadcasts as reminders, or include reminders in the school newsletter. Parishes may choose to include a reminder in the church bulletin.

Every teacher who facilitates a *Circles of Care* lesson, should fill out the training summary sheet, attach it to the student Sign-In Sheet (included in this manual) and turn these in along with all Opt Out letters received for the class.

It is required that the **Office of Child and Youth Protection** send Safe Environment training information to the parents of children who were opted out of the safety lesson. Safe Environment Coordinators will be asked to supply the names and mailing addresses of the parents who declined to allow their children participate in the safety lesson. The **Office of Child and Youth Protection** is required to mail these parents the safe environment lesson for their child's grade level. Please make sure to collect and submit these names, addresses and grade level of the corresponding child by May 1, 2010 (along with the rest of the required documentation).

Student Name: _____ Grade: _____

Dear Parents and Guardians,

The *Charter for the Protection of Children and Young People* requires that all children enrolled in Catholic Schools and Parish Schools of Religion receive Safe Environment training. The Diocese of Baton Rouge will provide such training for grades K-12 utilizing the program, *Circles of Care*.

The *Circles of Care* lesson for your child's grade level is scheduled on the following date: _____. Parents have the right to opt their children out of receiving Safe Environment training. If you choose not to have your child participate in the training, it is required that you sign and submit this form to: _____ by _____. You may return the form by fax to the following fax number: _____ or in person. It is the responsibility of the Parents/Guardians to ensure that School/PSR personnel indicated above are in receipt of this form. The *Circle of Care* lesson plan for your child's grade level may be reviewed at www.diobr.org under the *Documents/Child Protection links*. **You need only sign and return this form if you do not want your child to participate in the safety lesson.**

I do not wish my child to participate in the *Circles of Care* lesson. I acknowledge that the Safe Environment training materials have been offered to me for the purpose of training my child on this subject.

Parent/Guardian Signature

Parent/Guardian Print

Date

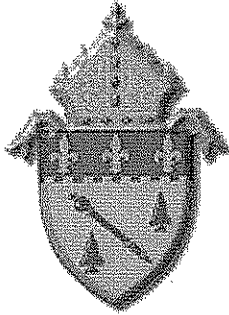
In addition, a free presentation for Parents/Guardians regarding bullying will be given:

Date: _____

Time: _____

Place: _____

Circles of Care Opt Out Form
2009/2010



Place
on
School/Church
letterhead

CIRCLES OF CARE Safe Environment Curriculum Training Summary Sheet

**All training must be completed and forms turned in
to the _____ diocesan OCYP before or by May 1,
2010.**

Date of Training: _____
Facilitator: _____
Institution: _____ Parish__ School__
Grade/Section: _____

Individual responsible for completing this form: _____

Contact number for the responsible individual: _____

Section One

Student's Personal Training Information

- a. Number of students enrolled in the class _____
- b. Number of students trained _____
- c. Number of students Opted Out _____
- d. Number of students absent for any other reason _____

Section Two

Parent Opt Out Forms

- a. Number of Parental Opt Out forms _____
- b. Number of parents refusing to sign
Opt Out forms (whose children were
not trained) _____

Note to Facilitators:

*****Attach the completed student sign-in sheet and submit all to your institution's Child Protection Site Coordinator**

*Circles of Care
Teacher Summary Tally Sheet
2009/2010*

Pastor/Principal Safe Environment Verification Form:

It is required that this form be completed and turned in by May 1, 2010. This form is self-explanatory.

Pastor/Principal Safe Environment Verification Charter for the Protection of Children and Young People

Date Due to Diocesan OCYP: May 1, 2010

Parish/School: _____

City: _____

Date: _____

Dear Bishop Muench:

The above referenced parish/school in the Diocese of Baton Rouge has received and implemented the following to the best of my knowledge:

- **Background Check Evaluations** on every employee and volunteer deemed to have ongoing, unsupervised contact with minors
- **Facilitator Training** for those individuals who teach *Circles of Care* on the appropriate handling of disclosure of abuse
- **Parent Training** offered on the topic of bullying
- ***Circles of Care*** safety training for grades K-12
- ***Safe In Place*** Adult training (all employees and volunteers deemed to have ongoing, unsupervised contact with minors)
- **Code of Ethics** acknowledgements signed by all volunteers and employees deemed to have ongoing, unsupervised contact with minors

Sincerely in Christ,

Signature (Pastor or Principal)

Date

***For parishes with schools, pastors and principals must each sign a separate form.

*Circles of Care 2009/2010
Pastor/Principal Assurance Letter of Implementation*