

ARCHDIOCESE OF SANTA FE

PROTECTION OF
CHILDREN AND YOUTH

Guidelines for Implementation
2008-2009

From the
Office of the
Victim Assistance
and Safe Environment Coordinator
Archdiocese of Santa Fe
4000 St. Joseph Place NW
Albuquerque, NM 87120
831-8144

To receive this information in electronic form, please email
your request to Annette Klimka at
aklimka@archdiocesasantafe.org

PROTECTION OF CHILDREN AND YOUTH
In compliance with Archdiocesan Policy and USCCB Directives

Guidelines for 2008-2009 Implementation in the Archdiocese of Santa Fe

Each Catholic School, Parish Religious Education and Youth Program for children ages 5 through 18 will follow these guidelines for implementation of the Protection of Children and Youth program. The School Principal, Catechetical Leader and/or Youth Ministry Leader will oversee the following:

1. **Training for Adults:**

- Ensure that every adult both paid and volunteer who works with or around children and youth in any parish or school activity has attended the Sexual Misconduct Prevention Workshop.
 - + A list is sent to each parish several times a year with names of those from your parish who have already participated in the Sexual Misconduct Prevention Workshop in past years. On the list, the column “SMP” is the one that indicates this Sexual Misconduct Prevention Workshop.
- Provide Youth Protection Teacher Training for catechists, teachers, and youth ministers **who will be presenting** youth protection sessions to children or youth **and who did not receive training in past years.**
 - + Materials and instructions for Youth Protection Teacher Training are contained in the green (English) and blue (Spanish) training folders, together with the resource list and printed curriculum. *If you need a training folder, please call Della at 831-8142.*
- Adults who will **not be presenting** the sessions to children or youth but who do have contact with children or youth in schools or parishes are **not required** to participate in Youth Protection Teacher Training, but they **are required** to complete a Record of Compliance one time only (see #2 below).
 - + On the parish list, the column “YPT” is the one that indicates Youth Protection Teacher Training.

2. **Records of Compliance:** Ensure that all adults both paid and volunteer who work with or around children and youth in any parish or school activity have completed the required Record of Compliance form. Each adult must complete this form ONE TIME only.

- This Record of Compliance form assists the diocese in doing background checks.
- In order to complete a background check, we must have the **date of birth and** either the New Mexico Driver’s License number (or official NM Identification card number), **OR** the Social Security number. Please make sure that one of these is written on the form.
- Completed forms should be sent to Annette Klimka at the Catholic Center.
- Before sending these forms to the Catholic Center, please make sure that every line on the form is complete and legible and signed by the individual.
- For additional copies of this form, please call Della at 831-8142.

3. **Children and Youth Sessions:** Schedule sessions from the approved resources for teaching children and youth how to be safe, protect themselves, and communicate any potential danger. A session must be offered to each group of children and young people each year.
 - The sessions must be presented and the Teaching Report 2008-2009 form returned to the Catholic Center **before November 1st each year**. *Please return forms to Annette Klimka as early as possible.*
 - A make up session for children who were absent must be scheduled within the year. The make up session may take place after the November 1st deadline, but must be completed before March 15th.

4. **Approved Resources:** Choose from the approved resources listed on the following pages that is appropriate for the age group.
 - The list of Approved Resources is expanded and updated as the resources are created, reviewed and approved.
 - All resources are available for loan from the Ministry Resource Center (831-8179). It is important to reserve materials for the scheduled date and return them on time to ensure availability for everyone who needs them.

5. **Parents:** Inform parents of the date when the sessions will be offered for children and youth, and give them the opportunity to preview the materials that will be used.
 - Parents always have the option to not send their children to that class without being penalized.
 - If parents refuse to let a child attend the session, please collect from them a signed form or note indicating that they do not want their child to participate. These forms must be kept and sent to the Catholic Center along with the Teaching Report 2008-2009 form.
 - When parents do not want their children to attend the session and do not turn in a note to that effect, please keep of list of those children and send it to the Catholic Center along with the Teaching Report 2008-2009 form.
 - Parishes and schools may offer sessions for parents to assist them in keeping their children safe. Appropriate resources for such sessions are available from the Ministry Resource Center (831-8179)
 - A sample letter to parents is on a following page. *The letter also includes a note for parents to return who do not want their children to participate.*

6. **Teaching Report 2008-2009 Form:** Complete the “Protection of Children and Youth Teaching Report 2008-2009” form when the sessions with children/youth are completed.
 - All of the information on the form must be completed for each grade/group of children and youth.
 - The form asks for more information than in past years. We are required to supply all of this information to the auditors. *Please fill in all of the information requested.*
 - Return the completed form to the Victim Assistance Coordinator at the Catholic Center no later than **November 1, 2008.**
 - Forms may be mailed or hand-delivered to Annette Klimka at the Catholic Center or faxed to **505-831-8225** or emailed to aklimka@archdiocesasantafe.org

SUMMARY:

Send the following **no later than NOVEMBER 1, 2008** to:

Annette Klimka
Victim Assistance and Safe Environment Coordinator
4000 St. Joseph Place NW
Albuquerque, NM 87120
FAX: **505-831-8225**

- Any Records of Compliance forms for new teachers, catechists, youth ministers
- Any Parent refusal forms or notes from parents indicating that they did not want their child to participate in the sessions.
- The Teaching Report 2008-2009 Form with all the information completed.

PROVIDING A SAFE ENVIRONMENT FOR CHILDREN AND YOUTH **Archdiocese of Santa Fe Requirements**

In the effort to provide a safe environment for all children and young people in our care, the Archdiocese of Santa Fe policy requires the following:

1. **SEXUAL ABUSE PREVENTION WORKSHOP** explains sexual abuse and ways of detecting it, responding to it and preventing it; describes standards of conduct and New Mexico law and Archdiocesan policies and procedures for reporting suspected abuse.

Who must attend this workshop?

According to Archdiocesan policy, the Sexual Abuse Prevention Workshop is required of the following persons:

- a. All priests and deacons incardinated in the Archdiocese of Santa Fe.
- b. All religious employed by or volunteering for the Archdiocese or any of its entities.
- c. All employees of the Archdiocese, Catholic schools, parishes and affiliated entities.
- d. All volunteers serving in Archdiocesan and affiliated Catholic schools.
- e. All volunteers in Archdiocesan parishes whose services place them in regular contact with or close proximity to children and youth.
- f. All persons who supervise those who work with children and youth in any capacity.

Workshops are scheduled by the Victim's Assistance Coordinator's office. The schedule is published in the People of God newspaper and on www.archdiocesasantafe.org. To register for a Sexual Abuse Prevention Workshop, call 831-8159 or 831-8144

2. **YOUTH PROTECTION TEACHER TRAINING** teaches the rationale and methodology for teaching children and youth some skills for being safe and protecting themselves against potential abuse, and communicating any potential danger.

Who must attend this training?

Only catechists, teachers, and youth ministers who will conduct these sessions with children or young people are required to attend this training. The Archdiocese provides this training for all catechetical leaders and youth ministers, who in turn are expected to train their catechists and other youth ministers. For information about this program and training, please contact Annette Klimka at **831-8144**.

3. **BACKGROUND CHECKS** are completed by the Human Resources Office to insure that all those who may have contact with children or youth at the parish or school have had no criminal complaints filed against them alleging sexual abuse or harassment.

Who must submit information for a background check?

*All employees and volunteers who may have contact with children are required to submit the personal information needed for a background check. If the Human Resource Office needs additional information about an employee or volunteer for the background check, they will contact the parish and request the information. Please cooperate and provide the needed information. For more information, contact Cathy Salcido at 831-8130.

Archdiocese of Santa Fe

Approved Resources for Use with Children

1. **Lesson plans:** *Faith, Family, and Friends* Self Safety Lessons, published by NCEA, 1993 Lesson plans for grades K-8; The Archdiocese has obtained permission to copy and distribute these particular lessons for use in schools and religious formation.
2. **Video:** *Yes, You Can Say No* Video for **grades 2-6**, produced by Committee for Children, 801 First Avenue South, Suite 100, Seattle , WA, 98134-1229. www.cfchildren.org 1-800-634-4449, ext.. 6213, Purchase price \$65.00.
3. **Audio Tape and Book:** *Sam's Story* Audio tape and book for **grades K-1**, produced by Committee for Children, 801 First Avenue South, Suite 100, Seattle , WA, 98134-1229. www.cfchildren.org 1-800-634-4449, ext.. 6213, Purchase price \$18. Big Book of *Sam's Story* is also available.
4. **Video:** *When Should You Tell? Dealing with Abuse* Video for **grades 3-6** (or 7), from Sunburst Visual Media, www.sunburstvm.com or 1-800-431-1934, or 1-888-267-6368 ext. 6001 –Maria Caprara – NM representative. Purchase Price \$79.95
5. **Video:** *My Body Belongs to Me* Video for **grades K-3**, from Sunburst Visual Media, www.sunburstvm.com or 1-800-431-1934, or 1-888-267-6368 ext. 6001 –Maria Caprara – NM representative. Purchase Price \$79.95
6. **Kit:** *Child Lures Prevention School Program*, for elementary through junior high. 5166 Shelburne Road, Shelburne, Vermont 05482, (802)958-8458, www.childlures.org One kit is \$489.00. An excellent program for schools. (**Not** available through the Archdiocese MRC).
7. **Book:** *Learning About Life, Love, Infatuation, Friendship, Exploitation A Family-Based Program on Relationships and Abuse Prevention* for **pre-school through 10th grade**, by Karen Sawyer and Kathie Amidei, Ave Maria Pres, www.avemariapress.com \$19.95 Good for family catechesis programs.

Supplementary classroom resources (may be used with one of the above programs) from Prevent Child Abuse America & Channing L. Bete. 1-800-835-2671
<http://pcaamerica.channing-bete.com>

- **Know What? Your Body is Yours** a children's activity booklet with teacher guide for ages 6-8, Purchase price – \$1.75 each.
- **Who Knew? The Stop the Hurting Issue** a children's activity booklet with teacher guide for ages 9-11, Purchase price – \$1.75 each.

Revised July 2008

- ***My Body Belongs to Me*** (also in Spanish ***Mi Cuerpo es Mio***) a children's story book for ages 2-6 Purchase price – \$1.75 each.

DVD & BINDER: Think Before You Click: Playing It Safe Online, grades 5th -9th, Human Relations Media, 41 Kensico Drive, Mount Kisco, NY 10549, 1-800-431-2050 www.hrmvideo.com Purchase price: \$130. (Supplement to Child Protection programs)

- The Ministry Resource Center has a number of supplementary materials that provide good background information for teachers, catechists, and parents (including a parent video in English and Spanish), and some materials that parents may wish to use at home with their children.

These resources are available for loan through the Ministry Resource Center, Archdiocese of Santa Fe, 505-831-8187, email: mrc@archdiocesasantafe.org
As new resources become available, this list will be updated.

Archdiocese of Santa Fe

Approved Resources for Use with Youth

1. **Video:** *Child Abuse* from Teen Health Series, Schlessinger Video Production, 1994. 30 minutes. Grades 7-12. Oblate Media, 1509 Washington Ave. Suite 550, St. Louis, MO 63103-1821, 800-233-4629, www.videoswithvalues.org Purchase price: \$39.95
2. **DVD:** *Breaking the Silence*, grades 7-12, Catholic Diocese of Orange, CA, 2004 PO Box 14195, Orange, CA 92863, 714-282-3059, www.rcbo.org Purchase price:\$29.95
3. **Book:** *Sex and the Teenager: Choices and Decisions Chapter 9, Sexual Abuse* By Kieran Sawyer, 1999, Ave Maria Press, PO Box 428, Notre Dame, IN. 46556 1 800 282-1865, www.avemariapress.com Purchase Price: Leader's Manual \$21.95, Participant's Book, \$7.95.
4. **Book:** *Sexual Abuse Prevention A Course of Study for Teenagers, Session 3, pp. 9-14, "The Good, the Bad, and the Confusing."* by Rebecca Voelkel-Haugen and Marie M. Fortune, Cleveland: United Church Press, 1996, order from Faith Trust Institute, 2400 N. 45th Street #10, Seattle, WA 98103 , 1-877-860-2255, cpsdv@cpsdv.org www.cpsdv.org Purchase Price: \$8.95. (Note: There is some information that will need to be modified on page 12 to reflect Catholic teaching)
5. **Book:** *Creating Safe and Sacred Places Identifying, Preventing, and Healing Sexual Abuse, Session 5 - pp. 98 – 110*, by Gerald J. McGlone and Mary Shrader, St. Mary's Press, 702 Terrace Heights, Winona, MN 55987-1318, 1 800 533-8095, www.smp.org Purchase Price: \$24.95. Note: This book also has some very helpful background information, and sessions for leaders and parents.
6. **Book:** *Learning About Life, Love, Infatuation, Friendship, Exploitation A Family-Based Program on Relationships and Abuse Prevention* for pre-school through 10th grade, by Kieran Sawyer & Kathie Amidei, 2006, Ave Maria Press, www.avemariapress.com \$19.95. Good for family catechesis programs.
7. **DVD & Binder:** *Think Before You Click: Playing it Safe Online*, Human Relations Media, 41 Kensico Dr., Mount Kisco, NY 10549 1-800-431-2050 www.hrmvideo.com Purchase price \$130. (A good alternative resource for groups who have used the above programs).

The Ministry Resource Center has a number of other good resources that would be helpful as background information for teachers, catechists, and parents.

These resources are available for loan through the Ministry Resource Center, Archdiocese of Santa Fe, 505-831-8187 mrc@archdiocesasantafe.org
As new resources become available, this list will be updated.

SAMPLE Letter to Parents

Please adapt this letter as needed for the local situation. Print on Parish or School letterhead and distribute to all parents before presenting the program on Protection of Children and Youth to the children or young people.

Date

Dear Parents,

We are writing to inform you about a special class we will be teaching as part of your child's regular religious education in the upcoming weeks. This class aims to teach children how to be safe, protect themselves, and communicate any potential danger.

In the Church's desire to help you keep your children safe, the Archdiocese requires that all children and young people participating in religious education in any parish or Catholic school in the Archdiocese, receive instruction in protecting themselves and communicating potential danger to a parent or other responsible adult.

The document titled *Promise to Protect, Pledge to Heal, Charter for the Protection of Children and Young People*, written by the Catholic Bishops of the United States, contains the following instruction: Dioceses will establish safe environment programs that will "provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children." The Archdiocese of Santa Fe, in order to comply with this instruction, has mandated that programs to educate children on how to be safe, protect themselves, and communicate any potential danger, be offered annually to children of all grades in Catholic schools and parish religious education and youth programs.

This instruction will take place during the regular religious education class time during the week of _____. The materials that will be used for this instruction will be available for you to see in the parish or school office. (or There will be an opportunity for parents to view the materials that will be used for this instruction at a parent meeting on _____. This meeting will also include some ideas for parents to help them keep their children safe and talk effectively with them about abuse.)

If, for any reason, you do not want your child/children to participate in this class, please sign the form below and return it to the Office. We will honor your request.

If you have questions or any other concerns, please contact _____ at this number _____ during regular office hours.

Sincerely,

My child _____ may NOT participate in the session for learning how to stay safe and protect himself/herself from potential abuse.

Signature of Parent or Legal Guardian

Date

EJEMPLO

Carta para los Padres de Familia

Por favor adapte esta carta a las necesidades de la situación local. Imprima en papel con la insignia de la Parroquia o Escuela y distribuya a los padres de familia antes de presentar el programa de Protección para los Niños y Jóvenes a los niños o a los jóvenes.

Fecha

Estimados Padres de Familia:

Le escribimos para informarle acerca de una clase especial que se enseñará como parte de la educación religiosa regular de su hijo/a durante las próximas semanas. Esta clase pretende enseñar a los niños y jóvenes a estar seguros, a protegerse a sí mismos y a comunicar cualquier peligro potencial.

En el deseo de la Iglesia de mantener a sus hijos a salvo, la Arquidiócesis requiere que todos los niños y jóvenes que participen en la educación religiosa en cualquier parroquia o escuela Católica en la Arquidiócesis, reciban instrucción sobre cómo protegerse a sí mismos y comunicar cualquier peligro potencial a sus padres o a otro adulto responsable.

La Arquidiócesis de Santa Fe, para poder cumplir con el documento, *Promesa de Proteger, Garantía de Sanar, Estatutos para la Protección de Niños y Jóvenes* escrito por los Obispos Católicos Americanos, ha ordenado que se lleven a cabo programas anuales para niños en todos los grados de las escuelas Católicas, en los programas parroquiales de educación religiosa y en los programas para jóvenes, para educarlos sobre cómo estar a salvo, protegerse a sí mismos y sobre cómo comunicar cualquier peligro potencial.

Esta instrucción se llevará a cabo durante las clases regulares de educación religiosa durante la semana de _____. Los materiales que se utilizarán para ésta instrucción estarán disponibles para que ustedes puedan revisarlos en la parroquia o en la oficina. (o Habrá una oportunidad para que los padres revisen los materiales que se utilizarán para esta instrucción durante una reunión en _____)

Si ustedes no quieren que sus hijos participen en esta instrucción, favor de llenar la forma debajo de esta carta y regresarla a la oficina.

Si ustedes tienen alguna pregunta o inquietud, por favor póngase en contacto con _____ al número de teléfono _____ durante las horas regulares de oficina.

Sinceramente,

NO doy permiso de que mi hijo/hija _____ participe en la clase sobre cómo protegerse a sí mismo y comunicar cualquier peligro potencial a un adulto responsable.

Firma del Padres de Familia o Guardiana Legal

Fecha

ARCHDIOCESE OF SANTA FE
Protection of Children and Youth Teaching Report 2008-2009

This report is to be submitted annually **no later than November 1** to the Victim Assistance and Safe Environment Coordinator according to Archdiocesan Policy.

A. Name of Parish or School _____ **Address** _____ **City** _____ **Zip** _____

B. Name of Person Completing the Report _____ **Title** _____

C. Date(s) scheduled for makeup sessions for children/youth who were absent _____

Circle the Appropriate Program(s) that are included in this report:

Catholic School Religious Education Youth Ministry Confirmation

D. Complete the form below to reflect all teaching events of the past year aimed at helping children and young people learn to be safe, protect themselves and communicate any potential danger.

1	2	3	4	5	6	7	8	9
<u>DATE</u> of Teaching Event or Class	<u>GRADE</u> (or Age) of Children or Youth	Number of Children or Youth <u>ENROLLED</u> in Class	Number of Children or Youth <u>PRESENT</u> for Teaching	Number of Children or Youth <u>ABSENT</u> for Teaching	Number of Children or Youth <u>EXCUSED</u> by PARENT/GUARDIAN	Number of <u>PARENTS</u> who Participated In Training	Name of the Approved <u>Resources</u> or Program Used in the Teaching Event	Name of <u>Person</u> Conducting Teaching Event
E. TOTAL	*****						*****	*****

F. Signature of Pastor acknowledging that the form is complete _____ **Date** _____

Directions for completing the Teaching Report Form: **Duplicate the blank form and use as many copies of the form as needed. Please number the pages on the bottom right corner.**

- A. Legibly write in or type the name of the parish, the parish address, city or town and the zip code.
- B. Write the name of the person filling out the form and their title or ministry in the parish.
- C. Fill in the dates you have scheduled makeup classes for children or youth who were absent when the session was taught. Makeup classes may be scheduled after November 1, but no later than March 15. This information is required for the audit.
- D. Write in the information requested, using a separate row for each self protection session or class.
 1. Column 1: Write the day/date/year when the children or youth were taught the self protection session.
 2. Column 2: Write the grade of the children taught. If there are multiple grades, list them or write their approximate age.
 3. Column 3: Write the number of children or youth that have signed up to be in this particular class or program.
Note well: **The number in column 3 should equal the sum of columns 4+5+6.**
 4. Column 4: Write the number of children or youth who were actually present and participated in the self protection session.
 5. Column 5: Write the number of children or youth who were absent on the day the self protection sessions was taught.
 6. Column 6: Write the number of children or youth whose parents sent a note or called, stating that they did not want their children to participate in the self protection session. If the parent did not write a note, but called to say they did not want their child to participate, the person who takes the call should write down the name of the child and parent and the date, and give it to the person in charge.
 7. Column 7: If the parish or school held a session for parents related to child/youth self protection, record the number of parents who participated.
 8. Column 8: Write the name of the approved resource that was used in the self protection session.
 9. Column 9: Write the name of the person who actually taught the children or youth the self protection session.
- E. Add the numbers for each column and write the totals in the last row on the bottom of the form.
- F. Ask the Pastor to sign and date the form after it is completed.

If you have any questions please do not hesitate to call me

The form may be sent in one of these ways **no later than November 1, 2008:**

- mail to Annette Klimka, 4000 St. Joseph Place NW, Albuquerque, NM 87120
- fax to **831-8225** attention Annette Klimka
- email to aklimka@archdiocesasantafe.org