

# **CIRCLES OF CARE**

**2011/2012**

***IMPLEMENTATION MANUAL FOR DIOCESAN SCHOOLS AND  
CHURCHES***

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 the religious education classes. It is not, however, required that the *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, 2012. The supporting documentation (forms included in this manual) is due before or by May 1, 2012 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 informational sessions on ways to keep children safe. The 2011/2012 parent session topics are on Safe Teen Driving and Carbon Monoxide Poisoning. Sites may choose one of the topics and these should be presented or worked in during other meetings already scheduled for parents during the audit year. These are short safety messages that are not meant to be stand-alone meetings for parents.

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. If parents or guardians do not have access to a computer, schools and parishes shall make a copy of their child's grade/lesson available to the parents/guardians in advance.

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. The 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 or by ***October 1, 2011***. 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: \_\_\_\_\_

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 the **OCYP before/by October 1, 2011**

## **Parent Training: Sign -In Sheet**

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

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



### *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 absent or opted out of the safety lesson. Safe Environment Coordinators will be asked to supply the names and mailing addresses of the parents whose children were not present. Please make sure to collect and submit these names, addresses and grade level of the corresponding child by **May 1, 2012** (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.diobrocyp.org](http://www.diobrocyp.org). **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 \_\_\_\_\_ will be given:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

# 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, 2012**

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**



**Pastor /Principal Safe Environment Verification Form:**

It is required that this form be completed and turned in by May 1, 2012. 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, 2012**

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 2011-2012 approved topic
- **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 Implementation Manual 2011-2012