OFFICE FOR THE PROTECTION OF CHILDREN/YOUNG PEOPLE

Child/Youth
Safe Environment Program
Technical Assistance Guide
(TAG)

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Office for the Protection of Children/Young People
**Child/Youth Safe Environment Program
Training Assistance Guide (TAG)**
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INTRODUCTION

PURPOSE AND IMPACT

The main purpose in outlining and defining the implementation procedures for the required child/youth safe environment programs is to ensure the proper education of children and youth in the Diocese of Arlington[1]. This guide serves to provide support to pastors, principals, coordinators and directors of religious education (DREs) and youth ministry programs (CYMs[2]), parish & school liaisons, program representatives and all other individuals who are involved with the child/youth safe environment programs of the Diocese.

Familiarity with the procedures outlined in this Child/Youth Safe Environment Program Technical Assistance Guide (TAG) will enhance the Diocese's current child/youth safe environment programs and will permit the maximum number of children to be trained in an effective, efficient and consistent manner throughout the Diocese. Adherence to the procedures set forth in this guide will also ensure compliance with the requirements set forth by the United States Conference of Catholic Bishops (USCCB).

The content of this guide will aid the sponsoring parish or school with the necessary steps to manage and successfully implement the current safe environment programs of the Diocese of Arlington for children and youth. The procedures provided in this TAG will provide each location with significant assistance by reducing the time and overhead involved in the management and completion of the safe environment programs. It will also provide a measure of uniformity throughout the Diocese. Each location will receive clear documentation requirements and program clarifications to allow training processes to be streamlined.

BACKGROUND AND DESCRIPTION

The USCCB's *Charter for the Protection of Children and Youth* (Charter) and the safe environment policies of the Diocese require that all children involved or affiliated with diocesan schools, parish religious education (RE) programs, parish youth ministry programs or parish-related activities be given annual safe environment training within a specific time frame that is in accord with Catholic moral principles[3]. The Diocese of Arlington provides such training for children in Grades 1-8 through the curriculum entitled, *Formation in Christian Chastity* (FCC), a parent-based program with key points reiterated in the classroom. Starting for the 2014-15 school year, there are three programs from which the parish/school must select for youth in Grades 9-

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[1] This guide is intended to address the child/youth safe environment programs and does not address the required safe environment programs specifically for adults who are employed by the Diocese of Arlington or who volunteer in positions of substantial contact with children.

[2] For the purposes of this TAG document, all directors and coordinators of youth ministry are referred to as CYMs.

[3] For more information on the requirements of the Charter, refer to the USCCB webpage at www.usccb.org.

12, which include *You Matter*, *Called to Protect for Youth* and *Tricked: Inside the World of Teen Sex Trafficking,* which have video and discussion components.[4]

Every parish that has a youth program, parish activities for children or religious education (RE) classes as well as every diocesan school is required to effectively manage the initial preparatory stages of the program, to provide the safe environment training to the children/youth, to collect the data on the implementation of the program(s) and to submit the information to the bishop of the Diocese of Arlington through his delegate, the Director of the Office of Child Protection and Safety (DOCPS). The Office for the Protection of Children/Young People (OPCYP) is responsible for collecting and compiling the data from the parishes and schools to present to the diocesan bishop and to prepare the data for annual internal and external audits.

ORGANIZATION OF THE TAG

This guide is organized into three main components: the implementation of the programs, the collection of data and the reporting of data. To clarify the particular procedures for each program, separate information is outlined under the subheadings of Grades 1-8 and Grades 9-12. Footnotes are also provided to offer valuable information and best practices, along with a glossary.

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[4] The lesson plans and the resources for the child safe environment programs of FCC and *You Matter* are found on the diocesan webpage at www.arlingtondiocese.org. The lesson plans and resources for *Called to Protect for Youth* are not available on the diocesan webpage due to licensing requirements, but can be obtained through the OPCYP.

GLOSSARY OF ACRONYMS

CCD: Confraternity of Christian Doctrine

CPS: Child Protective Services

CYM/DYM: Coordinator of Youth Ministry/Director of Youth Ministry

CYO: Catholic Youth Organization

DOCPS: Director of the Office of Child Protection and Safety

DRE/MRE: Director of Religious Education/Minister of Religious Education

FCC: Formation in Christian Chastity

OCPS: Office of Child Protection and Safety

OPCYP: Office for the Protection of Children/Young People

PNL: Parent Notification Letter

RE: Religious Education

TAG: Technical Assistance Guide

USCCB: United States Conference of Catholic Bishops

VAC: Victim Assistance Coordinator

VBS: Vacation Bible School

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MANAGEMENT PROCESS SUMMARY

The pastor or principal are ultimately responsible for the implementation of safe environment programs at their parish or school, respectively. Program deadlines are established in accordance with the requirements set forth from the USCCB. This document will assist parishes and schools in managing their programs in a time-efficient manner, beginning with the Step-by-Step Overview outlined on the following pages.

Communication regarding dates and deadlines, as well as updates to relevant policies and procedures, will be sent to the pastors and principals of all diocesan parishes and schools. If a parish location has a parochial administrator instead of a pastor, the pertinent information will be sent to the parochial administrator. However, for the purposes of this TAG, parochial administrators are to be understood as acting in the place of pastors and will not be specifically mentioned for the remainder of the document.

Electronic copies of these letters will also be sent to all OPCYP Liaisons, DREs, and CYMS, and are also available upon request. The electronic copies are sent by OPCYP via email. The email addresses are provided to the OPCYP through a database maintained at the diocesan Chancery office. All applicable individuals should ensure that their contact information is accurate with the appropriate diocesan offices. For example, CYMs/DYMs would update their contact information with the Office of Youth Ministry; DREs and coordinators of religious education would update their contact information with the Office of Catechetics and OPCYP liaisons would update their contact information with the OPCYP.

The Step-by-Step Overview included on the following pages will prove helpful in understanding the process for administering safe environment programs for the youth at diocesan parishes and schools. Each step will then be elaborated upon in the subsequent pages of this TAG.

STEP-BY-STEP OVERVIEW

The following steps briefly outline the overall process of managing safe environment programs for children/youth.

Step 1:

DOCPS establishes program deadlines and due dates, sends letters to pastors and principals and sends electronic copies to OPCYP Liaisons, DREs and CYMs.

Step 2:

Pastors and principals establish Program Representatives.[5] The Program Representative provides his or her name and contact information to the OPCYP at opcyp@arlingtondiocese.org.

Step 3:

The Program Representative electronically submits the proposed schedule of initial safe environment training dates and the proposed make-up training dates to the OPCYP per the deadlines and due dates established by the DOCPS. If there are no students in a diocesan program or at the location, the location should notify the OPCYP through the initial e-mail process and should also indicate that there are no students on the Reporting Form.[6]

For high school programs only:

If a location has youth participating in programs that are in Grades 9-12, then the location must decide which of the three diocesan-approved teenage programs to use prior to the program year's start date. When submitting the proposed schedule to the OPCYP, the Program Representative of locations with youth in these age ranges should denote which teen safe environment program has been selected for that program year.

Step 4:

The parish or school takes note of enrollment/regular attendance numbers and disseminates the Parent Notification Letter (PNL) either before classes/meetings begin, or during the first week of activities.[7] The location may also choose to provide parent resource meetings for parents in English and/or Spanish to outline the program and address any concerns.

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[5] Program Representatives are defined and explained beginning on page 22.
[6] See the Reporting Data section beginning on page 26.
[7] PNLs are explained beginning on page 16.

Step 5:

Before the safe environment sessions occur, the parish or school collects Opt-Out Forms and submits the forms to the established Program Representative.[8] Each program instructor should be aware of the opt-out data for his or her class/group.

Step 6:

The parish or school completes the program per the submitted initial training dates and make-up dates, as provided to the OPCYP in Step 3. Each instructor is required to take attendance of classes/meetings. All absences and training data are to be recorded by instructors and submitted to the established Program Representative.

Step 7:

The parish or school compiles the data and submits the information to the OPCYP per the deadlines and due dates established in Step 1. Each location is required to report the final data to the OPCYP using a Reporting Form.[9]

Step 8:

OPCYP liaises with each location, collects, verifies and compiles the training data for the diocesan bishop and submits the information to the USCCB.

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[8] Opt-Outs are explained beginning on page 15; see also page 24 for Collection Opt-Out Forms.
[9] See the Reporting Data section beginning on page 26.

PROGRAM IMPLEMENTATION

INTENDED RECIPIENTS

The maximum number of children should be trained with the child/youth safe environment programs. The child/youth safe environment trainings of the Diocese of Arlington **_are not voluntary programs_**, in that a location is not able to choose whether or not they will implement the mandated training to a specific audience.

Following the requirements of the USCCB and the directives of the diocesan bishop, all activities of the Diocese of Arlington will ensure that any program involving children/youth include the age-appropriate diocesan-approved child/youth safe environment programs as part of their program.[10] The intended recipients of the child/youth programs include all children/youth that are enrolled, involved, attending, assisting or affiliated with any parish or school program. This could include, but is not limited to, children/youth in the following activities or locations:

- Diocesan schools
- Parish youth ministry programs
- Parish choirs/music ministry
    - Children/youth involved with children/youth choirs or music ministry
    - Children/youth involved with a mixed adult/children/youth choir or music ministry
- Parish ministries:
    - Altar servers
    - Youth ushers/lectors
    - Vacation Bible School (VBS)
    - Scouts activities
    - Catholic Youth Organization (CYO) sports
    - Work Camp[11]
- Parish RE programs
    - Homeschooling RE programs have special requirements that are separated into two categories for the purposes of this TAG document:
        - Cooperative (Co-op) homeschooling:
            - Co-op homeschooling programs that meet at a parish/diocesan school property are included in the training requirements and should be

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[10] For more information on the appropriate grade levels for each program, see Grade Levels on page 9.

[11] In some cases, Work Camp might be considered to be a special type of event and might not necessitate the participation within the safe-environment program. All questions should be directed to the OPCYP.

tabulated and included as part of the location's enrollment and reporting.[12]

▫ Co-op homeschooling parents should receive the same PNL that the parents who have children enrolled in the regular RE program receive.[13]

o Homeschooling exclusively in the home:

▫ Homeschooling parents who provide education to their children exclusively in the home that are either registered or not-registered with the RE program at a given location are **_not_** required to have any in-class training with the required safe environment programs in this TAG.

▫ The parishes and schools are not required to report the enrolled individuals to the OPCYP with the rest of the reporting.[14]

▫ The locations (parishes/schools) that have registered homeschooled children must provide the parents of those children with PNLs outlining the program and providing access to the program resources. This PNL should be different from the PNL that is given to all parents of children who are actually enrolled and physically attending classes in the RE program on parish/diocesan school property, because the PNL will not provide the actual training requirements or dates.[15]

GRADE LEVELS

GRADES 1-8:

This portion of the TAG will relate specifically to the current program designated for the youth in Grades 1-8, which is currently Formation in Christian Chastity (FCC).

- All parishes and grade schools are required to implement the diocesan mandated youth safe environment program if there are children within any of the eight grade levels of the school or if there are children within any of the eight grade levels involved or affiliated with any parish activity.[16]

- FCC is the parent-based program that is required to be provided to all children and the parents of those children in Grades 1-8 who are enrolled within Catholic diocesan grade

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[13] See Parent Notification Letter on page 16.
[14] For more information on enrollment, see Enrollment Verification on page 22; see also Reporting Data on page 26.
[15] For more information on the procedures and content of a typical PNL, please see Parent Notification Letter on page 16.
[16] See Intended Recipients on page 8.

schools or diocesan parish programs. This includes, but is not limited to, parish programs affiliated with RE or other grade school activities (see previous section).

- The FCC program has an in-class instruction component for children in Grades 1, 5, 6, 7 and 8.
  - ◊ For consistency regarding the in-class component of the FCC training: while there is no formal in-class component for children in Grades 2, 3 and 4, some locations choose to provide an in-class training session for children in Grades 2, 3 and 4, using the lesson plan for Grade 1. In doing so, the same material is taught although the manner and language in which the lesson is delivered is contingent upon the age and grade of the child receiving the training. For example, while using the same lesson plan, the instructor will use different language if teaching the material to a child in Grade 1 versus a child in Grade 4. Some locations choose to have the classroom component in all grades to verify that all children have in fact been provided with the important information to accurately report the numbers for audits.[17]
    - All parents of children in Grades 1, 5, 6, 7 and 8 must be notified of the training and be provided with the program dates and make-up dates. This information should be included in the PNL, as well as the opportunity to exempt their child from the training through access to the Opt-Out Form.[18]
  - ◊ This information also applies to the locations that choose to provide the in-class component for children in Grades 2, 3 and 4.
  - ◊ The only children in Grades 1, 5, 6, 7 and 8 who should not receive the in-class component of the training are those children who are opted-out by their parents.
- All parents of children in all Grades 1-8, regardless of whether the location has chosen to provide the in-class component of the FCC training in Grades 2, 3 and 4, must be notified of the training through a PNL and be provided with a website link or the hard copies of the parent materials and lesson plans.[19] If there is no in-class training component for children in Grades 2, 3 and 4, then the PNL should be reflective of the location-specific implementation procedures.
- The diocesan mandated youth safe environment program is **not** presented to children in kindergarten, pre-kindergarten or pre-school. Accordingly, locations are not required to send PNLs to parents of children in kindergarten, pre-kindergarten or pre-school.

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[17] For more information on the audits, see Audit Verification on page 30.
[18] See Parent Notification Letter on page 16.
[19] Before drafting the PNLs, the Program Representative should periodically review the URL address, as the site and/or its contents may be updated without prior notice.

GRADES 9-12:

- A diocesan-selected program is required to be provided to all youth in Grades 9-12 who are enrolled within Catholic diocesan high schools or who participate in diocesan parish programs, to include, but not limited to, parish programs affiliated with high school parish RE and/or youth ministry.[20]

- Each of the high school programs from which to select has an in-class video and discussion component for youth in Grades 9, 10, 11 and 12.[21]

- Currently, the location may only select one video with the follow-up discussion component per program year for all students in Grades 9-12. All youth at the location must participate in the same program to prevent audit confusion.

- All youth are required to view one of the videos and participate in the discussion each year, even if the video has been viewed/discussed in previous years. It is the hope of the OPCYP to eventually provide locations with the ability to have grade-specific programs in the future for high school youth.

- All parents of youth in Grades 9, 10, 11 and 12 must be notified of the training and be provided with the website link to the video and discussion component via the PNL.[22] If the program is licensed and the Diocese cannot provide the entire video and resources on the website, the location should still provide the parents with a diocesan webpage link to the information that is available for the program. Parents must also be given an opportunity to exempt their child from the training through access to the Opt-Out Form.[23]

- The only youth in Grades 9-12 who should not receive the training are those that are opted out by their parents.

LANGUAGE

GRADES 1-8:

FCC: FCC is currently available in the English language and is available on the diocesan website. All parents of children in Grades 1-8 are to be given access to the FCC materials.[24] If the parish/school is multilingual, it may be helpful for the location to provide parent resource meetings for parents that speak other languages to not exclude any portion of the community. It is likely that the children's primary language is English, while the parents may speak a different

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[20] See Intended Recipients on page 8.

[21] The discussion component to the *You Matter* program is available on the diocesan website, along with the program video. The detailed components of the *Called to Protect for Youth* program are not available on the diocesan webpage due to licensing requirements. The *Tricked: Inside the World of Teen Sex Trafficking* program does not currently have a specific outline for group discussion, but fosters enough of a reaction to create an informal dialogue on the subject matter.

[22] For more information on the parent notification letter, see the Parent Notification Letter on page 16.

[23] For more information on opt-outs, see Opt-outs on page 15.

[24] See Parent Notification Letter on page 16.

language, meaning that the program's key points would be reiterated in the classroom but may not be initially taught in the home.

If the location would like to provide parent resource meetings to give non-English speaking parents valuable information, then the location may invite the parents to the parent resource meeting, which would also foster community development and could serve as a tool for adult catechesis. Then a bilingual employee/volunteer could present the program in the appropriate language, explaining the details of the location-specific implementation and important home materials. This meeting could also reiterate the information provided in the PNL provided at the beginning of the school year, ensuring that non-English speaking parents understand the content being taught to their children.

GRADES 9-12:

You Matter: The *You Matter* training program is comprised of a video and an in-class/session discussion component. The video is available in the languages of English and Spanish, and is available for viewing on the diocesan website. The in-class/session discussion component is facilitated using a guide that is available in the English language and located on the diocesan website. All parents of youth in Grades 9-12 are to be given access to the *You Matter* materials.[25]

Called to Protect for Youth: The *Called to Protect for Youth* training program is comprised of a video portion and an in-class/session discussion component. The video portion is available in the languages of English and Spanish. Video clips are available through the diocesan website. The guide used to facilitate the in-class/session discussion component is available in the English and Spanish language and is available through the OPCYP.[26] All parents of youth in Grades 9-12 are to be given access to the program information that is available on the website, in addition to the *Called to Protect for Youth* parent materials.[27]

Tricked: Inside the World of Teen Sex Trafficking: The *Tricked: Inside the World of Teen Sex Trafficking* training program is available through the Fairfax County Public Schools system. It is comprised of only a video component. The video is currently only available in the English language, and is available for viewing through the OPCYP website. Copies of the DVD of the video are also available for purchase for $5 through the Fairfax County Public Schools website, http://www.fcps.edu/fairfaxnetwork/trafficking/index.html. Any updated versions in languages other than English will become available on the Fairfax County Public Schools website as well.

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[25] See Parent Notification Letter on page 16.

[26] The video and reference materials for the *Called to Protect for Youth* program are only available through the OPCYP due to licensing agreements. There is additional information on the diocesan website.

[27] For more information on providing materials and access to parents, see Parent Notification Letter on page 16.

SCHEDULING

There are multiple scheduling requirements for the child/youth safe environment programs for any parish or school that has children/youth enrollment or involvement in Grades 1-8 and/or Grades 9-12.

- Lesson plans or video viewings and classroom discussions for the diocesan mandated programs are to be implemented during ***regularly scheduled class or session/meeting/event times of the school year.*** Sessions are never to be scheduled for a non-regularly scheduled class or session/meeting/event day or time. However, a location is permitted to extend the program as a whole if necessary to devote sufficient time for the completion of the program.
    - ◊ For diocesan schools (Grades 1-12), the program(s) should be implemented during a regularly scheduled school day.
    - ◊ For diocesan parish grade/middle school programs (Grades 1-8), should be implemented during a regularly scheduled session/meeting/event time.
    - ◊ For diocesan parish high school programs, the viewing and discussion of the program(s) usually refers to two principal teen groups within the parish[28]
        - Parish youth ministry for youth in high school: If the parish has youth within any ministry program, then the viewing and discussion of the program should occur for this group of persons during a regularly scheduled youth ministry session/meeting/event time.
        - Parish RE classes for youth in high school: If the parish has high school youth enrolled in the RE program, then the viewing and discussion of the program should occur for this group of persons during a regularly scheduled session/meeting/event time.
    - ◊ The schedule is to be planned in such a way as to encourage optimal program attendance. For example, scheduling during weeks that contain holidays or vacations should be avoided.
    - ◊ In the event of inclement weather that would cause an initial class or session/meeting/event (or a make-up class) to be canceled, the class or session/meeting/event is to be rescheduled and the proposed dates must be communicated in writing through email or phone to the OPCYP. The OPCYP recommends completion of the program in its entirety in the early fall when inclement weather is less likely.
- Each location is required to provide both the initial instruction for youth and the make-up instruction for youth that were absent from the original training and not opted-out by their parents. More information on make-up training is in the following section.

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[28] See Intended Recipients on page 8.

- Both the initial training and make-up training are to be scheduled in such a way as to be completed prior to the program completion deadline established by the DOCPS.
- The proposed schedule of initial training dates and the make-up training dates is to be reported by the Program Representative to the OPCYP by the deadline established by the DOCPS.[29]
- The program must be provided to youth during a pre-determined class or session/meeting/event period, the date of which is to be reported to the OPCYP prior to the implementation of the safe environment program.
- Locations with improper dates that do not defer to the deadlines established by the DOCPS may be subject for review by the OPCYP and asked to resubmit the proposed training dates in a timely fashion.

MAKE-UP TRAINING

All locations are required to provide make-up training to children/youth who were absent for the original training but not opted-out by their parents.

- The make-up training requirement is **mandatory** for all youth safe environment programs. The make-up training must be completed within one month of the original training dates, and must also be completed within the program completion due date as published each year by the DOCPS.
- Due to size or special circumstances, some locations may find it necessary to provide more than one make-up session to train the maximum number of children or youth.
- The make-up training dates are to be pre-determined and communicated to the OPCYP along with the proposed schedule of initial training dates.
- The proposed schedule of initial training dates and the make-up training dates is to be reported by the Program Representative to the OPCYP by the deadline established by the DOCPS.[30]
- As each location is different, locations may decide how to offer the mandatory make-up sessions.[31] The location may decide to utilize one of the following options to provide the training to children or youth who were absent to the original training but not opted out by the parents:
  - A location may decide to expand the meeting/class/event schedule to add an entire meeting/class/event day (or more) of instruction to the regularly scheduled class/event

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[29] See Program Representative on page 22.
[30] See Program Representative on page 22.
[31] *Nota Bene*: Locations should take extra care in prior proper planning to maximize class attendance, thereby reducing the number of children required to receive make-up training.

days. In this scenario, the training cannot be scheduled on a day that does not regularly and consistently meet for events/meetings or classes.[32]

- ▪ A location may decide to pull the children/youth who missed the original training to another class/meeting area on a regularly scheduled day to provide the children/youth with the required make-up training.
- ▪ A location may decide to devote a portion of the class/meeting/event time to retrain all of the students who have not submitted Opt-Out Forms, as long as provisions have been made to remove the children/youth who have been opt-ed out.

- Locations with poor attendance to the initial training and to the make-up training will be assisted by the OPCYP to encourage attendance and asked to provide subsequent make-up training.

OPT-OUTS

The Church recognizes that parents are the primary educators of their children. Therefore, the USCCB's *Charter* requires that parents be offered the ability to exempt their children from the safe environment program training. This exemption is referred to as an "opt-out"[33]. The OPCYP has created an Opt-Out Form for parents to officially opt-out their children from participating within the safe environment training. The Opt-Out Form has specific language requesting that parents perform the training in the home because the official numbers of children who are opted-out are still tabulated and reported to the USCCB. The official Opt-Out Form is **only** available for downloading on the diocesan website.[34] The following opt-out information is applicable to all of the students in each of the programs in Grades 1-12.

- Opt-Out Forms are to be completed and signed by the parents and should either be given directly to the program instructor or the location's Program Representative(s). Each instructor should be aware of the opt-outs in his/her class *before* the training occurs. This will avoid any possible confusion, as each opt-out will need to be tallied and totaled on the OPCYP in the Reporting Form.[35]
- As required by the *Charter,* all Opt-Out Forms must be kept on file at the parish or school for at least one year for audit purposes.
- Opt-outs are to be available, but should not be encouraged or forced by the parish or school.

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[32] For more information on scheduling, see Scheduling on page 13.

[33] On June 6, 2011, Bishop Loverde published a letter to all pastors and principals rescinding the possibility of offering an opt-in option.

[34] Opt-Out Forms may not be uploaded to the individual school or parish websites because the official diocesan Opt-Out Form is maintained by the OPCYP and is subject to revisions without prior notice. As such, it is necessary to check periodically (every year) to ensure that the location's forms match those of the OPCYP. However, the form is available on the diocesan website for downloading. Locations may supply parents with the link to the diocesan website in order to facilitate access to the form, but may not upload the form directly to their own websites.

[35] See Understanding the Reporting Form on page 27.

- An opt-out is different from an opt in.[36] An opt-in option is not provided in the Diocese of Arlington.
- Opt-outs should be offered to parents in the introductory notification letter that is sent to parents identifying the safe environment program(s) of the location.[37]
- Absent children/youth are viewed separately from those children/youth that have been exempted from the training. If a child is absent, the location should not require any parent to sign the Opt-Out Form to signify that the child is opted-out, and should instead, offer make-up training to the absent children that have not been opted-out.
- If a parent refuses to sign the Opt-Out Form, the location should make a written note of the refusal with additional details, including the date and reason if possible, and file the note in lieu of the Opt-Out Form.
- When reporting opt-outs, the number of children that were opted-out by their parents should be reported, as opposed to the number of families.
- Locations should ensure that one Opt-Out Form is completed per child/youth.

PARENT NOTIFICATION LETTER

The Parent Notification Letter (PNL) notifies the parents of the program(s) and specific logistics. If the location is required to provide safe environment training for children/youth, then it is at the location's discretion to combine the information for both programs within one letter for all grades or have separate letters outlining the different programs. Each location's PNL will include the following four components, with explanations and distinctions listed below:

1. Provide a general description of the safe environment program(s)
   a. Each parish or school child/youth programs is to send the parent a letter with a brief description/introduction of the safe environment training.
   b. This would be FCC for children in Grades 1-8, or *You Matter*, *Called to Protect for Youth*, or *Tricked: Inside the World of Teen Sex Trafficking* for youth in Grades 9-12.
2. Notify the parents of the initial dates of training and the make-up dates of training[38]
3. Provide the parents with resources and materials of the safe environment program(s), which are available on the diocesan website
   a. All parents are to receive information about the applicable program and access to the parent materials and lesson plans either through electronic means or through a hard copy:

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[36] For more information on the definitions of an opt-out versus an opt in, see Glossary of Useful Terms on page 32.
[37] See Parent Notification Letter on page 16.
[38] See Scheduling on page 13.

      i.   Electronic Publication: Parents may receive the link(s) to the diocesan website through an electronic copy of the introductory letter through email.[39]

          1. If sent through an email, the location must verify that the information is emailed directly to a parent and not the child.

      ii. Hard-Copy Publication:

          1. Parents may receive the diocesan website link(s) to the program in a hard copy of the introductory letter.[40]

          2. In this case, the PNL should also denote that hard copies of the lesson plans are available in the parish office for parents without internet access.

          3. The location is not required to provide each parent with actual hard copies of the materials themselves, unless a parent specifically requests the documents. In most cases, access to the lesson plans or hard-copy access available in the parish or school office will suffice.

      iii. Parents may be mailed the hard-copy packets of the parent materials and lesson plans in a sealed envelope sent through the United States Postal Service, addressed to the parents.

      iv. Parents may be provided with the hard copies of the parent materials and lesson plans in a sealed envelope given to the child, addressed to the parents.[41]

4. Provide the parents with the opportunity to exempt their children from the training through the means of completing an official Opt-Out Form.

    a. Locations that provide a classroom component for children in Grades 2, 3 and 4 must also provide the parents with an opportunity to exempt their children from training by completing an official Opt-Out Form.

    b. Opt-Out Forms are to be offered in one of four ways:

        1. Parents may be informed through the PNL that the hard copy of the Opt-Out Form is available at a designated parish/school office.

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[39] *Nota Bene*: It is the responsibility of the individual parish or school to ensure that the website link provided within the PNL is accurate and functional, as the link address may change over time. Any technical issues that arise should be reported immediately to the OPCYP.

[40] *Nota Bene*: It is the responsibility of the individual parish or school to ensure that the website link provided within the PNL is accurate and functional, as the link address may change over time. Any technical issues that arise should be reported immediately to the OPCYP.

[41] Locations should be aware that when the materials are given directly to the children, they may not be delivered to the parents.

2. Access to the Opt-Out Forms could be provided within the electronic PNL email through a website link to the form uploaded on the diocesan website.[42]

3. Parents may be informed through an electronic PNL email that a hard copy of the Opt-Out Form is available at a designated parish/school office.

4. The Opt-Out Forms may be provided as a hard copy within the mail packet, addressed to the parents.

c. The language of the PNL is to offer parents the ability to opt-out their children, but should not encourage opt-outs. Information provided in the safe environment training for youth is vital, and it is in the interest of the children to attend these programs.

d. The PNL may first be submitted electronically to the OPCYP at opcyp@arlingtondiocese.org for review and feedback before dissemination to parents.

e. The OPCYP may request to review the PNL before or after it is disseminated to the parents.

f. Parents should be informed that the Opt-Out Form must be submitted back to the child's instructor or to a designated school/parish representative.[43]

PROGRAM INSTRUCTORS

Each safe environment program is intended to be instructed by the regular parish or school volunteers and staff who are in full compliance with the OPCYP of the Arlington Diocese. However, while each safe environment program can be taught by a variety of persons, the discretion of who instructs the material is left to the individual parish or school. It is not necessary for the instructors or facilitators of the program(s) to be experts on the material, although specific programs may require that the facilitator be licensed through the diocesan OPCYP before being able to facilitate the program.

Each location should contact the OPCYP to determine whether a program requires additional youth facilitator training. Additionally, the location should ensure that an appropriate quantity of facilitators have been trained and/or licensed in order to adequately meet the needs of the youth. These instructors must be in full compliance with the Diocese of Arlington prior to working with the children and presenting the safe environment program to their class. The information below

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[42] Opt-Out Forms are **not** permitted to be uploaded to individual parish or school websites. The Opt-Out Form is maintained by the OPCYP and is subject to revisions without prior notice.

[43] for more information on opt-outs, see Opt-outs on page 15.

includes clarification on who should instruct the materials and the best practices for each location.[44] Links to more information on the programs are also available on the diocesan website.

- For selecting an appropriate instructor for your location:
  ◊ Grades 1-8: It is entirely appropriate for parish RE catechists and diocesan grade school teachers to provide the training to children in their own classes.
  ◊ Grades 9-12: It is entirely appropriate for the CYMs, diocesan high school teachers and RE catechists to provide the training to children in RE classes and any other activities involving teen participants, as long as the youth facilitators have been properly trained and/or licensed.
- All instructors should be aware of any youth who have been opted-out of the class by the parents before beginning instruction with the safe environment program.[45]
- The administrators and Program Representatives of the location should collaborate to provide the instructors with a brief training session on various items before the training dates, which includes but is not limited to the following bulleted items[46]
  ◊ Appropriate responses to questions/feedback from the youth. If a child raises a question that causes the instructor or facilitator to feel uncomfortable, the instructor should first refer the child to speak to his/her parents and should then inform the Program Representative(s). This includes referring youth back to their parents to answer questions that should be answered by the parents.
  ◊ Appropriate responses to the disclosure of any of the four types of child abuse.[47]
  ◊ How to report the suspicion or knowledge of child abuse that may be disclosed or observed during the safe environment training session to CPS.[48]
  ◊ Handling of location-specific Opt-Out Forms.[49]
  ◊ Method of information sharing from the individual instructors to the Program Representatives with regards to location-specific absence/opt-out information.
- While not necessary, the DREs or CYMs in some locations choose to be the principal instructors of the program in each grade level. Depending on the program and licensing requirements, it is the location's discretion whether the DRE or CYM is to facilitate the training to any, most or all of the children.

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[44] For the purposes of this TAG, all program teachers, catechists, youth facilitators and third-party contract instructors are referred to as instructors.

[45] See Opt-outs on page 15

[46] If the location does not provide this training to the individual instructors, the instructors should still be aware of how to respond to each of the bulleted items and should speak to the Program Representative(s) for more information.

[47] For more information on reporting abuse or disclosures, see Reporting Abuse/Disclosure to Authorities on page 22.

[48] See Reporting Abuse/Disclosure to Authorities on page 22

[49] See Opt-outs on page 15

- The programs are arranged in such a way that it is not necessary for third-party instructors to be contracted to facilitate the training (although some programs do require licensing for the youth facilitator). However, it is at the discretion of the individual location whether or not to outsource third-party instructors to facilitate the training. It is important to note that even third-party instructors may need to be trained/licensed through the OPCYP to present the program.
  - ◊ If third-party instructors are contracted to facilitate the training, the location must ensure that the appropriate lesson plans/materials are taught or presented, that another program is not substituted for the diocesan-mandated program and that the individual is appropriately licensed to present the program, if necessary, through the OPCYP.
- The individual class attendance and absences should be collected by the instructors and provided to the Program Representative.

REPORTING ABUSE/DISCLOSURE TO AUTHORITIES

All adult diocesan personnel (all volunteers with substantial contact with children and employees, including safe environment program youth instructors) should be aware that there may be some type of abuse situation that will need to be reported to the proper authorities. It is not the responsibility of the adult to determine the validity of the disclosure or report. However, it is the obligation of the adult to report the information to the proper authorities. Below is clarification on the procedures for a member of diocesan personnel through diocesan Policy and Virginia law in the event that there is suspicion or knowledge of child abuse on behalf of an adult.

- Each adult employee and adult volunteer within the Diocese of Arlington is considered to be a mandated reporter to CPS under diocesan Policy if the individual <u>suspects</u> or has <u>knowledge</u> of any of the four types of child abuse: physical, verbal, emotional or sexual mistreatment of a child by an adult or by another child in a position of trust or power over the child.[50]
  - o Under Virginia law, adult participants of programs with children are also considered to be mandated reporters to CPS if there is a suspicion or knowledge of any of the four types of child abuse.
    - ▪ If a youth is in imminent or immediate danger, an adult is required to call 9-1-1 immediately and then follow-up with CPS.
    - ▪ If a youth instructor hears or learns of any type of child abuse through a third-party person or friend, the instructor/adult is also required to report that information to CPS.

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[50] See Glossary of Useful Terms on page 34.

- If the adult would like to anonymously report to CPS, the adult should keep a written or electronic record with pertinent information regarding the phone number, the date, time and content of the report.
- If the adult learns of subsequent information or abuse and has already reported the suspected or known abuse to the proper authorities, the adult must also report the additional information to CPS again.
  - If a program instructor, employee or adult volunteer does not report known or suspected child abuse to CPS, that adult may receive jail time or fines as a consequence in accordance with the laws of the Commonwealth of Virginia.
  - After communicating with CPS, the Diocese should also be called/informed if the abusive situation involves clergy, diocesan employees or volunteers.
- The adult may not promise "confidentiality" to the youth during, before or after a disclosure, regardless of the relationship between the adult and the youth.
- The Diocese has Victim Assistance Coordinators to provide assistance or referrals.[51]
- If the adult learns that a participant, employee or adult volunteer (or youth) is exhibiting warning signs[52] of an inappropriate relationship between an adult and a youth, the adult should communicate with a supervisor of the program or directly with the adult individual.

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[51] For more information on victim assistance, see Glossary of Useful Terms on page 34
[52] The terminology here is specifically referring to a warning sign(s), not a suspicion or knowledge of actual child abuse.

COLLECTION

ENROLLMENT VERIFICATION

Before a location is able to collect the training data, the location must already have an accurate record of the enrollment/regular attendance numbers of the particular parish or school to be reported to the OPCYP.

If a location has zero students enrolled in a program, that location should communicate this information to the OPCYP for the purpose of keeping records. Locations such as these must also submit a Reporting Form for auditing purposes and denote the numerical "zero" in place of any enrollment or attendance information.[53]

If the location or particular program does not have a formal enrollment system, then the program should at least have a system in place to take attendance.

For parish youth ministry programs, regularly annotating those in attendance is particularly important for parish youth group programs to be in compliance with the safe environment program requirements. This is also encouraged by the Office of Youth Ministry. If the youth ministry program does not have a formal enrollment process, the program is still required to consistently collect and record the number of regularly attending youth to provide an average number of children participating in youth ministry events and meetings in place of an official enrollment number.

PROGRAM REPRESENTATIVE

The Program Representative has many roles and is essential to the successful implementation of the safe environment program at each location. The role of the Program Representative is to liaise between the location itself and the OPCYP in order to ensure safe environment training for children and youth at the parish or school. This includes collecting and relaying data between pertinent individuals at the location, and maintaining the Opt-Out Forms and Reporting Forms.

The Program Representative is chosen and appointed by the pastor/principal of the location. He or she may also serve the location in the capacity of the OPCYP Liaison. However, these two roles cannot necessarily be understood as one and the same.

This individual will submit his or her name and contact information to the OPCYP, along with the proposed dates of training and make-up training according to due dates established by the DOCPS.[54] All instructors and staff at each location should be aware of the Program

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[53] for more information see Understanding the Reporting Form on page 29
[54] for more information on scheduling, please see Scheduling on page 13

Representative(s) and should be prepared to refer program questions, completed Opt-Out Forms and program data to the Program Representative(s). The Program Representative also has the following specific responsibilities:

- Should establish information channels in order to be informed of any questions asked by a child that may cause an instructor to feel uncomfortable. To contribute to the diocesan compilation of parent/program resources, the Program Representative is encouraged to compile this information and submit any suggestions to the OPCYP.
- Submits via email the proposed initial dates of training and the proposed make-up training dates to the OPCYP per the deadlines and due dates established by the DOCPS, under the subject heading of "Proposed safe environment training dates for child/youth safe environment programs"[55]. An email will house different information depending on whether the location sending the email is a parish or school:
  - Parishes:
    - If parishes have RE programs **and** youth ministry programs, only **<u>one</u>** email with the proposed dates should be submitted **per** parish with the following items:
      1. The name and contact information of the Program Representative(s).
      2. The proposed dates of initial training for all children in Grades 1-8:
         a. This includes children who are involved or affiliated with all programs at the parish, including children in activities not related to RE classes.
         b. Each location may propose a schedule with multiple sessions to reach all ministries.
      3. The proposed dates of make-up training for all children in Grades 1-8.
      4. The proposed dates of initial training for all youth in Grades 9-12 for any of the diocesan approved high school programs.
         a. This includes children who are in all programs at the parish, including children in Youth Group and high school RE classes and any other high school-related activities.
         b. Each location may propose a schedule with multiple showings of the video and facilitation of the discussion component to reach all ministries.

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[55] Location should clearly indicate which program(s) location plans to implement.

5. The proposed dates of make-up training for all youth in Grades 9-12 for any of the diocesan approved high school programs.
- o If parishes have either an RE program or a youth ministry program, but do not have both programs, then the Program Representative should clarify this point in the initial email.
  - ▪ Diocesan grade schools:
    - o The email with the proposed dates will contain several items:
      - ▫ The proposed dates of initial training for all children in Grades 1-8.
      - ▫ The proposed dates of make-up training for all children in Grades 1-8.
  - ▪ Diocesan high schools:
    - o The email with the proposed dates will contain several items:
      - ▫ The proposed dates of initial training for all youth in Grades 9-12 for any of the diocesan approved high school programs.
      - ▫ The proposed dates of make-up training for all youth in Grades 9-12 for any of the diocesan approved high school programs.
- Collect Opt-Out Forms either directly from the children/parents or from the program instructor(s).

One primary Program Representative should be established to be the main liaison between the OPCYP and each parish or school, although several Program Representatives may be appointed to meet the internal needs of each location. Here are some examples of how Program Representatives are assigned at parishes in the Diocese of Arlington:

- ▪ A pastor may decide the Program Representative will be the DRE
- ▪ A pastor may decide the Program Representative will be the CYM.
- ▪ The pastor may decide to have one Program Representative as the DRE and another Program Representative as the CYM.
- ▪ In some cases, the pastor may establish a Program Representative in the parish office, who will liaise directly with both the DRE and the CYM.
- ▪ The pastor or principal may also decide to be the Program Representative.
- ▪ The pastor may ask the OPCYP Liaison to also serve as the Program Representative

The Program Representative should be aware of the needs of the particular location and should schedule a meeting for all instructors to address any specific location concerns, procedures and data handling before the safe environment training for children begins. The Program Representative may also choose to provide a parent resource meeting for parents in English and/or Spanish to outline the program and address any concerns.

COLLECTING OPT-OUT FORMS

- Parents have the option of submitting the Opt-Out Forms directly to the class/meeting instructor or to a designated parish/school office or Program Representative. The parish or school may clarify the in-house handling of the Opt-Out Forms as necessary.[56]
- The parish or school collects Opt-Out Forms and submits the forms to the established Program Representative(s). Each program instructor should be aware of the opt-out data for his or her class.
- Once the Opt-Out Forms have been collected, they must be maintained on file at the location for at least one year.
- The location should ensure that no more than one child is listed on each Opt-Out Form that is collected.

VERIFY DATA INTEGRITY

- Locations should create their own internal system for instructors to notate the class enrollment and the absences during the programs.
- Many locations have created a form for the instructors to complete with the training date, the enrollment of children, the names of the children who have been officially opted out and the names and quantity of absent children.
- All data that is collected should be double checked to verify accuracy and to eliminate discrepancies in numbers.

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[56] for more information on opt-outs, see Opt-outs on page 15

REPORTING DATA

Reporting the data to the OPCYP after the training is a requirement of the programs per the USCCB. The program data is required to be submitted by the Program Representative to the OPCYP for all children within any program of the Diocese between Grades 1-12. All intended recipients of training should be included in the figures that are reported to the USCCB.[57]

DOCUMENTS TO SUBMIT TO THE OPCYP

All information is required to be submitted to the OPCYP through the proper documentation of the Reporting Form and, if necessary, a cover letter explaining numerical discrepancies by the Data Submission Deadline established by the DOCPS.

- **Reporting Form:**
    - Each location is to submit a Reporting Form[58]
    - Each parish and school should be treated as a separate entity when reporting safe environment data to the OPCYP using the Reporting Form.
        - Each parish or school should submit separate Reporting Forms, even if, for example, a parish has a same-name affiliation with a school.
    - Pastors sign the documentation for parishes and principals sign the documentation for diocesan schools.
        - No DRE/MRE should sign and submit the Reporting Form on behalf of the pastor.
    - If parishes have programs for children in Grades 1-8 and Grades 9-12, the numerical information should be listed on the same Reporting Form
        - No location should submit more than one Reporting Form.
    - Incomplete Reporting Forms submitted to the OPCYP **will not be accepted** until all of the applicable numerical information for the individual parish or school is submitted according to the instructions outlined in this TAG.
- **Cover letter:**
    - Each location should submit a cover letter to accompany the Reporting Form if there are any numerical discrepancies within the data. If applicable, each cover letter should include:
        - Any explanations on numerical discrepancies that might be found on the Reporting Form. For example, if the added numbers of trained children do not correlate to the total enrollment, then the discrepancy may need to be explained in the cover letter.

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[57] See Intended Recipients on page 8.
[58] This includes locations where student enrollment is zero.

- o In addition, any oddities or strange occurrences that may have occurred during the training timeline that might affect the numerical outcomes.
- o Lastly, a signature from the pastor for parish cover letters and a signature from the principal for diocesan school cover letters.
    - ▫ No DRE/MRE should sign and submit the cover letter on behalf of the pastor.

UNDERSTANDING THE REPORTING FORM

There are multiple items to include on the Reporting Form, which is submitted to the OPCYP each year. The location should ensure that children are not counted twice and that all numerical data correlates with the on-file documentation for number verification and audit purposes.[59] Locations with no actual student enrollment should still submit a Reporting Form through the Program Representative, and can indicate the numeric form of "zero" for all sections.

GRADES 1-8:

The data on the Reporting Form is numbered according to the following eight sections for children in Grades 1-8:

1. **Total # of children enrolled in parochial school or parish programs and RE in Grades 1-8:**
    - o This number includes the entire enrollment of the location, including Grades 1-8.
    - o Any children who do not regularly attend or participate in classes or programs are still included in the entire enrollment number if officially enrolled or participating in a program.
    - o Total enrollment should combine English- and Spanish-speaking individuals at any given location.
    - o This number also includes children that participate in a Co-op homeschooling program with meetings/classes on parish/diocesan school property.[60]
2. **Total # of children that received in-class training: (Including make-ups)**
    - o This number includes the total number of children who received the in-class training component of the FCC program, including children who were originally absent but later received the make-up training.
    - o If a location has an in-class component for all children in Grades 1, 2, 3, 4, 5, 6, 7 and 8, then all children who received the training in these grades would be listed in this section.

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[59] See Audit Verification on page 32
[60] For more information on homeschooling program requirements, see Intended Recipients on page 8

- o If a location **only** has an in-class component for children in Grades 1, 5, 6, 7 and 8, then all of the children in Grades 1, 5, 6, 7 and 8 would be listed in this section.
- o This number also includes the total number of children participating in a Co-op homeschooling program that attended FCC training on parish/diocesan school property.

3. **Did your location provide in-class training to Grades 2-4?** (Write: **Yes** or **No**)
   - o FCC, the program that is used for children in grades 1-8, allows for grades 2-4 to be taught at home by parents instead of in the classroom. This allows the parents a more active role in educating their children on safe environments
   - o If a location chooses to **not** provide children in grades 2-4 safe environment training, the parents are responsible for this training, and "No" would be circled on the Reporting Form.
   - o If a location chooses to offer an in-class presentation to grades 2-4 in the FCC program, "Yes" would be circled on the Reporting Form.

4. **If No, record total # of children enrolled in Grades 2-4.** (If **Yes**, Write: **N/A**)
   - o If a location does not have an in-class component for children in Grades 2, 3 and 4, then the total number of enrolled children would be listed in this section.
   - o This would be the enrolled children who were taught FCC at home by their parents

5. **Total # of children officially opted out by parents**:
   - o This number includes the total number of official Opt-Out Forms submitted to the location.
   - o If a parent refuses to sign the Opt-Out Form, the location should make a written note of the refusal with additional details about the refusal, including the date and reason if possible, and file the note in lieu of the Opt-Out Form.[61]

6. **Total # of absent children who have still not received in-class training**:
   - o In-class training refers to the children that have received the portion of the training provided by the school/parish rather than just the parent-instruction portion.
   - o This number includes the **total number** of children who were absent and did not receive the in-class make-up training in Grades 1, 5, 6, 7 and 8.
   - o This number does not include children in Grades 2, 3 and 4 if the location did not have an in-class component for the children in Grades 2, 3 and 4.

7. **Original training dates**:

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[61] For more information on opt-outs, see Opt-outs on page 15

   o Location is to record all of the original training dates that occurred for the program.

   o If the training dates do not fit within space provided, location may write in the margins or attach an extra sheet.

   o The times of the training are not necessary to be provided.

8. **Required make-up date(s**):

   o Location is to record the required make-up training date(s) that occurred for the program.

   o If the training dates do not fit within space provided, location may write in the margins or attach an extra sheet.

   o The times of the training are not necessary to be provided.

GRADES 9-12:

The data on the Reporting Form is numbered according to the following seven sections for children in Grades 9-12:

1. **OPCYP approved teen safe environment program(s) utilized for this program year**: (List program title):

   o This refers to the program that was utilized during the program year.

   o For the Diocese of Arlington, a location may use *You Matter*, *Called to Protect*, or, starting in the fall of 2014, *Tricked: Inside the World of Teen Sex Trafficking*.

2. **Total # of *combined* youth enrolled in parochial high school <u>or</u> all parish RE, youth ministry and/or parish activities in Grades 9-12**:

   o This number includes the entire enrollment of the location for youth in Grades 9-12.

   o All youth that are enrolled, attending or participating in high school RE classes, youth ministry or other high school programs should be added together for this section.[62]

   o This number also includes children that participate in a Co-op homeschooling program with meetings/classes/sessions on parish/diocesan school property.[63]

3. **Total # of youth that received in-class training: (including make-ups**)

   o In-class (in-session) training refers to the viewing of the video and the discussion component in youth group meetings, high school RE classes, high school youth activities, etc.

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[62] See Enrollment Verification on page 22

[63] for more information on homeschooling program requirements, see Intended Recipients on page 8

o This number includes the total number of youth who received the in-class training component of the program, including youth who were originally absent but later received the make-up training.

o This number also includes the total number of children participating in a Co-op homeschooling program that attended training on parish/school property.

4. **Total # of youth officially opted out by parents**:
   o This number includes the total number of official Opt-Out Forms (one for each youth) submitted to the location.
   o If a parent refuses to sign the Opt-Out Form, the location should make a written note of the refusal with additional details about the refusal, including the date and reason if possible, and file the note in lieu of the Opt-Out Form. The completion of the official Opt-Out Form should be encouraged.

5. **Total # of absent youth who have still not received in-class training**:
   o This number includes the total number of youth that still have not received any training for the particular training year.

6. **Original training dates**:
   o Location is to record all of the original training dates that occurred for the program.
   o The times of the training are not necessary to be provided.
   o If training dates do not fit within space provided, location may write in the margins or attach an extra sheet.

7. **Required make-up date(s)**:
   o Location is to record the required make-up training date(s) that occurred for the program.
   o The times of the training are not necessary to be provided.
   o If training dates do not fit within space provided, location may write in the margins or attach an extra sheet.

AUDIT VERIFICATION

- Specific documents need to be kept on file at the location for at least one year[64] in preparation for a possible on-site audit conducted by the OPCYP. Compliance with the programs is verified through various means and levels of audits. The pertinent documents to maintain at the location include, but are not limited to, copies of the following items:

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[64] While the OPCYP requires that the documents be kept on file for at least one year, the OPCYP suggests that the locations retain the documents for more than one year for personal record keeping purposes. Certain factors, such as possible staff or volunteer changeover and/or office restructuring/organization, may affect how the program is implemented on the parish/school level from year to year. Solid record-keeping could help reduce confusion.

- - Reporting Form that was submitted to the OPCYP
  - Cover letter (if applicable) that was submitted to the OPCYP
  - All official Opt-Out Forms and/or any written informal opt-out requests
  - All enrollment, attendee and/or participant numbers along with absences, attendance sheets with names of children per class and opt-out information. This could include official class rosters.
- All collected numbers for each program must correlate to a list of attendees' names to conform to standard audit processes.
- These on-site audits will verify the implementation of the USCCB Charter and the safe environment training requirements.
- Locations with poor attendance to the initial training and to the make-up training may be subject for review by the OPCYP and may be requested to provide subsequent make-up training.

GLOSSARY OF USEFUL TERMS

Attending: Any child who comes or participates in an event, class or other activity at a diocesan parish or school. For the purposes of this TAG, a child who is "attending" one of these activities at a diocesan parish or school needs to receive the safe environment training offered at that location.

Called to Protect for Youth: Called to Protect for Youth is one of the child safe environment programs used for youth in Grades 9-12 in the Diocese of Arlington. The program may be used by diocesan high schools and youth ministry programs as well as any programs that involve youth that fall within the Grades of 9-12. Due to licensing, training by OPCYP is required in order to present this material to youth at a parish or school.

Catholic Youth Organization (CYO): CYO is an intra-parochial organization that aims to provide proper Catholic development for children through social gatherings, Scouting/Venture and similar other activities. For the Diocese of Arlington this typically takes the form of sporting events.

Child/Youth/Young person: A child/youth/young person is any individual who has not yet reached the age of majority, or one who is not yet 18 years of age.

Child abuse: (see Child Protective Services, Mandated Reporter) Child abuse is the physical, verbal, emotional or sexual mistreatment of a child by an adult or by another child in a position of trust or power over the child. Child abuse includes all instances of neglect, or the lack of proper and necessary care of a child from the parents or guardians.

Child Protective Services (CPS[65]): In the state of Virginia, CPS is a subset of the Virginia Department of Social Services designed to protect children, prevent maltreatment and preserve families. CPS is responsible for receiving reports of abuse and neglect, conducting investigations based off of CPS reports and managing state-based adoption procedures.

Compliance: Compliance is the state of completion of all required elements of a program. For the OPCYP, full compliance is completion of background screening for all employees and those volunteers with substantial contact with children, and attendance at of a safe environment training of those employees and volunteers with substantial contact with children.[66]

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[65] For the purposes of this document, the acronym of "CPS" for Child Protective Services should not be confused with "OCPS", the acronym of the Office of Child Protection and Safety, which includes two offices in the Diocese of Arlington, the OPCYP and the Office of Victim Assistance.

[66] All compliance documents and paperwork are available on the diocesan webpage at www.arlingtondiocese.org.

Confraternity of Christian Doctrine (CCD): (see Religious Education classes) In the past, religious education classes were referred to as CCD classes.

Coordinator of Youth Ministry/Director of Youth Ministry (CYM/DYM): Commonly referred to as a Youth Minister, the CYM is the individual at the location who is in charge – although subject to the oversight of the pastor or parochial administrator – of the youth ministry program, including the selection of training materials and implantation of the schedule. For the purposes of this document, all DYMs are encompassed and included under the title of CYM.

Cooperative Homeschooling (Co-op Homeschooling): Co-op Homeschooling is a collective group effort to homeschool performed by a group of parents, each sharing skills, time and responsibility so as to provide a better overall education for the students. It also provides an opportunity for the development of children's socialization skills while reducing the teaching and care burden on individual parents. See "Mom's Group".

Cover letter: The cover letter is the document that is submitted to the OPCYP along with the Reporting Form document in the event of any major discrepancies on the figures provided on the Reporting Form. The cover letter is printed on the location's letterhead to provide verification of the location and is an opportunity for the pastor or principal to explain any unusual items in the Reporting Form.

Data Submission Deadline: The Data Submission Deadline is the deadline date, established by the DOCPS, by which the OPCYP must receive the data from the child training programs in order for the training to be calculated and considered for the particular audit year.

Director of the Office of Child Protection and Safety (DOCPS): Director of the Office of Child Protection and Safety.

Director of Religious Education/Master of Religious Education (DRE/MRE): The DRE/MRE is the individual at the location who is in charge – although subject to the oversight of the pastor or parochial administrator – of the religious education program, including the selection of training materials and implementation of the schedule.

Enrolled: An enrolled child is one who is registered or logged as an attendee at a program. The enrollment process usually occurs in the fall with the new school year, but can be supplemented throughout the year and is often referred to as "open-enrollment". An enrolled child does not necessarily regularly attend or participate in the program.

Formation in Christian Chastity (**FCC**)**:** The FCC program is the safe environment training program utilized by the Diocese of Arlington for children in Grades 1-8.

Instructor: An instructor is an individual who provides the safe environment training. This may include individuals with the titles of: facilitators, presenters, teachers, catechists, coordinators of religious education or youth ministry or third-party individuals contracted to provide information to children or parents.

Make-up session: A make-up session is an additional session held after the initial safety training session in an effort to train children who were absent from the original training but not opted-out. Make-up sessions are a vital tool in reducing the occurrence of non-trained children and increasing the compliance of the program with the requirements of the USCCB to train the maximal number of children involved or affiliated with parish/school programs.

Mandated Reporter: A mandated reporter is an adult who must follow specific procedures to make referrals to Child Protective Services (CPS) in the event of a suspicion or knowledge of any of the types of child abuse. Each program participant, employee or volunteer that is an adult within the Diocese of Arlington is considered to be a mandated reporter to CPS. As diocesan personnel in Virginia, all youth facilitators or instructors of the youth programs must report the suspicion or knowledge of any of the types of child abuse that may be disclosed or observed during the training session to CPS. After first reporting the information to the appropriate authorities, the reporting individual is also required to communicate with the Diocese of Arlington if the abusive situation involves a diocesan employee or volunteer. Contact information for the Diocese is available on the diocesan website. If the Mandated Reporter feels that the child is in imminent or immediate danger, the individual should first call 9-1-1 and then follow-up with CPS. See also "Child Abuse".

Master of Religious Education (MRE): (see DRE).

On-file document: A document is on file if it can be readily produced upon the request of an appropriate authority. Files required by the OPCYP should be maintained securely to avoid loss, theft, accidental dissemination or tampering.

On-site audit: An on-site audit is an in-person visit to the location by an appropriate authority by either the OPCYP or USCCB. Both organizations use on-site audits to ensure compliance with the requirements of these organizations.

Office for the Protection of Children/Young People (OPCYP): The OPCYP is one of two offices that comprise the Office of Child Protection & Safety (OCPS) in the Diocese of Arlington. The other division of the OCPS is the Office of Victim Assistance. Under the direction of the diocesan bishop, the OPCYP runs the background check screening processes, adult and child training programs and ensures compliance in order to present the data to the USCCB. The Office of Victim Assistance has one or more Victim Assistance Coordinators

(VACs) available to help provide hope and healing to all who have been victimized by abuse and violence.

OPCYP Liaison: An individual who corresponds on a regular basis with the OPCYP on behalf of a diocesan parish or school. This person is appointed by the pastor or principal, and provides assistance at their location to ensure that the location is in accordance with diocesan policies for child protection. S/he may also work as the Program Representative to coordinate the safe environment training of youth at that location (see Program Representative).

Opt in: An opt in is a means of providing control to parents by requiring they take an active step of filling out a form to authorize training their children on certain sensitive subjects. Opt ins are not permitted for child/youth safe environment training in the Diocese of Arlington.**[67]**

Opt-out: An opt-out is a means of providing control to parents allowing them the opportunity to exempt their children from training that involves sensitive subjects. Opt-outs should not be encouraged, as it removes important training opportunities that can help protect the child, but must be offered to allow parents full control in their rightful place as primary educators. Any parent who opts their child out of a program should complete and submit the Opt-Out Form and return it to the training location so that it may be maintained on file.[68]

Opt-Out Form: The Opt-Out Form is the official form used by each location to provide parents the opportunity to exempt their child from the safe environment training offered by the Diocese of Arlington. The OPCYP maintains the Opt-Out Form and does not sponsor or recommend the use of any alternative form to exempt children from the child safe environment training.

Parent Notification Letter (PNL): The PNL is sent to parents at the start of every school year informing them of specific items regarding the program plans for the year. It generally includes a brief description of the safe environment program(s) being used, the schedule, and any parent resources/materials. The PNL must also include the Opt-Out Form for parents to use, should they wish to provide their children safe environment training at home and not in the classroom. The introductory letter may greatly influence the successful completion of the program.

Parent resource: The parent resource is a tool or document designed for use by parents in the education of their children outside of the classroom. For example, *Formation in Christian Chastity* is designed to be a parent-led program and the parent resources make up the bulk of the difficult safety-training subjects. Parent resources allow parents to perform the necessary training with extra support, helping to eliminate confusion or anxiety over difficult subject matters.

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[67] On June 6, 2011, Bishop Loverde published a letter to all pastors and principals rescinding the possibility of offering an opt-in option.
[68] See page 15 for more information on opt-outs.

Parent resource meeting: The parent resource meeting is an opportunity for parents to meet and discuss the safe environment training and parent resources with the location.

Participating: Participating refers to child participants. A child is "participating" when he or she attends the safe environment training, generally over a period of time, or one who has regular attendance.

Program Completion Deadline: The Program Completion Deadline is a deadline date, established by the DOCPS, by which all training sessions and make-up sessions must be completed.

Program Representative: An individual at the parish or school who coordinates the safe environment training provided for all youth at the location. This person schedules the dates when the training will be offered in the following school year, drafts and distributes the PNL sent to parents at that location and collects the information provided in the Reporting Form for the OPCYP. A location may have more than one Program Representative, and this individual may also serve as the OPCYP Liaison. The parish or school must provide the contact information of the Program Representative to the OPCYP prior to the start of the upcoming school year.

Proposed Schedule Deadline: The Proposed Schedule Deadline is the due date by which the OPCYP must be notified of the intended specific dates of initial training sessions and make-up training sessions.

Religious Education classes (RE classes): RE classes comprise a program by which children are educated in the Faith and the doctrines of the Catholic Church. Religious education classes are the largest child-focused programs sponsored by the Catholic Church. As a result they are the primary focus of child-safety training efforts.

Reporting Form: A Reporting Form is an official form created by the OPCYP to facilitate clear reporting of the required safe environment training data. Use of alternate means to report program data to the OPCYP is not permitted and will not be accepted. The current Reporting Form is available on the diocesan webpage.

Safe environment program: In general, safe environment programs function at a universal level by screening adults who work with children, training adults and children on appropriate behaviors, teaching all individuals to communicate instances where situations in the environment are unsafe and to taking appropriate actions when necessary. For the purposes of this TAG, a child/youth safe environment program is a type of program for children/youth that includes age-appropriate, wholesome materials designed to promote personal safety in accord with Catholic teachings. These programs inform children of the proper Christian relationships and boundaries encouraged both in the parish and at school. In accordance with the USCCB Charter, a safe

environment program must be provided to all children participating at a diocesan parish or school (See USCCB).

Scouting activities: "Scouting" is a youth-oriented program managed at many parishes and diocesan schools. Scouting activities generally fall into three categories: Boy Scouts, Girl Scouts and Legionaries of Christ. The Boy Scouts program is chartered with the parish or school and is required to be compliant with the diocesan policy, including all background screening, adult training and all child safe environment training. Boy Scouts also have their own safe environment program, which program is not a replacement for diocesan requirements. However, Girl Scouts are not chartered with the parish or school and operate on the terms of a leasing contract which may or may not require certain elements of compliance. Third, there are two programs called *Challenge* and *Conquest* that are not under the umbrella of the "Scouts" but are similar to Scout activities sponsored by a Catholic organization called the Legionaries of Christ. As a Catholic organization, the Legionaries of Christ are required to be compliant with the full diocesan policy for the protection of children.

Technical Assistance Guide (TAG): A TAG is a document designed to provide insight, instruction and best practices on the practical implementation of a program.

Tricked: Inside the World of Teen Sex Trafficking: The program, *Tricked: Inside the World of Teen Sex Trafficking,* is one of the three safe environment programs used for youth in Grades 9-12 in the Diocese of Arlington. It was developed by the Fairfax County Public Schools system and was approved for use in the Diocese in June 2014. The program may be used by diocesan high schools and youth ministry programs, as well as any programs that involve youth that fall within the Grades of 9-12.

United States Conference of Catholic Bishops (USCCB): The USCCB is the conference of all U.S. bishops, active and retired, which strives to support individual bishops with their ministry and ensure specific levels of uniformity between dioceses within the country. The USCCB Dallas *Charter for the Protection of Children and Youth* (Charter) requires every diocese to screen all adults working with children, train all adults working with children and to train every child that comes into contact with our programs. The Charter also requires that each diocese be audited on a yearly basis for compliance with these and other requirements.

Vacation Bible School (VBS): VBS is a specialized religious education program for younger children that proceeds for a short period of time during the summer months. VBS programs tend to focus on scripture and scriptural history for children on break from traditional school activities.

Victim Assistance Coordinator (VAC): The VAC refers to diocesan personnel responsible for ensuring that victims of abuse in a particular diocese receive the help they need to receive while

providing long-term and community-based relief for all victims. Information for the diocesan Victim Assistance Office is available on the diocesan website.

***You Matter*[69]:** *You Matter* is one of the child safe environment programs used for youth in Grades 9-12 in the Diocese of Arlington. The program may be used by diocesan high schools and youth ministry programs as well as any programs that involve youth that fall within the Grades of 9-12.

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[69] For the purposes of this document, the program title of *You Matter* is not hyphenated to "YM" to eliminate acronym confusion with the titles of youth ministry or youth ministers.