



## Child Abuse Prevention Training

### Leader's Instructions and Comments

Greetings,

Thank you for your help in carrying out the task of training camp leaders in child abuse prevention and, in doing so, meeting the requirements of the new laws set in place this year (April 18). We hope this curriculum will have its desired goal of helping to inform your volunteers about how child sexual abuse can be prevented. If it does happen, we need to know how to respond to the children and how to report the incident. Along with this material, we pray that it will be used by God to equip all of us in this sensitive area. I want to share some things that I believe will answer some questions I have heard from some of you.

#### **Our Approach:**

As we evaluated how to best accomplish this task, we decided we would offer a convenient online solution, as well a simple classroom option. Please review both options below to determine which solution best suits your group.

**(1) Online:** Brookhaven utilizes the Youth Camp Sexual Abuse & Child Molestation Awareness Training by Safe Camps, approval number YC06-0002, for the complete online solution. To recoup our direct costs for this process, Brookhaven will include on the group's final bill a charge of \$9.50 for each participant who takes the test online. The certification is valid for two years at any Texas youth camp, as each youth camp licensed by the State of Texas must, by law, require the certification.

#### **Steps to have participants take the Child Abuse Prevention Training online:**

1. Download the background check consent form from our website and make enough copies for each participant.
2. Acquire the name and date of birth of each participant and e-mail this information to [info@brookhavenretreat.org](mailto:info@brookhavenretreat.org).
3. Brookhaven will then issue the group leader a list of unique passwords for each participant, along with a URL where the training program will be accessed.
4. Provide the participants with their passwords and the URL and have the participants go on line and take the course and test (They should allow 1.5 hours for the session. The training should take approximately one hour and the exam should take 15 to 20 minutes).
5. Upon passing the test, participants should print out the Certificates of Completion.
6. Give the Certificates of Completion to the Brookhaven office before or upon arrival.
7. Brookhaven will include a charge of \$9.50 per participant on the group's final bill.

**(2) Classroom:** The classroom option uses a text manuscript, a leader's PowerPoint presentation, a participant's worksheet that would closely resemble the exam, the exam and a certificate to indicate completion of the course. You can download all these materials from our website.

**Steps to Lead the Child Abuse Prevention Training in the classroom:**

1. Schedule, promote and conduct the training session for your leaders.
2. Allow 1.5 hours for the session. The training should take approximately one hour and 15 to 20 minutes to take the exam.
3. Download the materials from our website (5 PDFs and 1 PowerPoint presentation) and make copies of each document for your participants.
4. Study each of the curriculum pieces in order to lead the training session.
5. Here are some suggestions for use for each piece of the curriculum:
  - a. **Curriculum Text:** You will probably want to use this for the leader only. It will have some information for the leader to add during the presentation.
  - b. **PowerPoint Presentation:** This follows the outline of the text and addresses the points that are on the Participant's Worksheet, which closely resembles the exam.
  - c. **Participant's Worksheet:** Be sure that every person has a copy of this worksheet. It will reinforce the main points of the course and help prepare them for the exam. The participants will also need pens or pencils since it contains fill in the blank, true and false and multiple choice questions.
  - d. **Exam:** There are 25 questions on the exam. The participants will need to score at least 70% (18 of 25) of the questions correctly. After taking the exams, take them up and grade them. If anyone does not pass on the first attempt, have them retake the exam at another time.
  - e. **Exam Key:** Please email us at [info@brookhavenretreat.org](mailto:info@brookhavenretreat.org) if you would like us to provide you with an exam key.
6. Make sure you work from a master list to ensure that all camp leaders take the training and pass the exam before they arrive at camp.
7. Give the Certificates of Completion to the Brookhaven office before or upon arrival.
8. Get and give a copy of a criminal background check for each person to the Brookhaven office before or upon arrival.

If you have further questions, please e-mail [info@brookhavenretreat.org](mailto:info@brookhavenretreat.org) or call us at (903) 769-2811.

Blessings in all you do to serve and protect children,

The Staff of Brookhaven Retreat