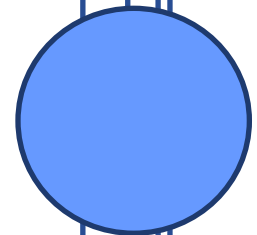# PROTECT MY MINISTRY

CHILD SAFETY TRAINING FOR ABUSE PREVENTION

Product Overview & User Guide

July, 2015

Child Safety Training

There are three options for training:

Employee Advanced (Approximately Two Hour Course)

Volunteer Basic (Approximately 40 Minute Course)

Spanish (Approximately Two Hour Course)

Safeguarding Your Church, Children and Youth

Even as your ministry makes that commitment, realize that we are fighting against what seems to be an epidemic of child abuse in this country and throughout the world. Experts estimate fewer than 10% of perpetrators are ever criminally prosecuted, due to the passage of time, legal time limits, adults who minimize an abuse outcry, or kids who never tell.

The statistics are staggering: 1 out of 5 girls is sexually abused before they turn 12, and 1 of 4 before 18, and 1 out of 8 boys is sexually abused before they turn 12, and 1 of 6 before 18. And even worse, many reports indicate that precisely because sexual predators target trusting environments where children are present, the incidence of child abuse is actually higher in the Christian community. Indeed, 90% of registered sex offenders claim to be "religious" or "very religious." The church and ministry is not immune to this epidemic: a recent survey of 600 missionary kids from several agencies revealed that 7% said they had been sexually abused growing up.

Statistics do not begin to describe the devastating consequences of child abuse. Victims of child abuse often struggle with the emotional and spiritual effects of this sin for the rest of their lives. Sadly, child abuse victims are themselves at higher risk of inflicting the abuse on other children. Allegations of abuse can also tarnish, sometimes irretrievably, a church's ministry: instead of being able to discuss the gospel, leadership must spend their time explaining to the media, to the courts, and to visitors why they weren't able to prevent the abuse. And of course the financial impact can be devastating as well: some churches have faced verdicts of up to $100 million for child abuse committed by those whom they were charged with supervising. Any church or ministry that sends an individual to serve in ministry (even those that serve without pay) may be held responsible for the actions of that individual. Against this backdrop, Protect My Ministry is determined to join with churches and other ministry partners in avoiding, as much as possible, incidences of child abuse on our watch.

Child Safety Training-Employee Advanced

Overview

Lesson 1 - Introduction

Lesson 2 - Definition of Child Sexual Abuse

Lesson 3 - Victim Behavioral Characteristics

Lesson 4 - Effects of Child Sexual Abuse

Lesson 5 - Characteristics of Child Molesters

Lesson 6 - Recognizing Behaviors

Lesson 7 - Prevention

Lesson 8 - Reporting Child Sexual Abuse

Child Safety Training-Volunteer Basic (this course includes the same topics as Employee Advanced version with less focus on repetition of course content and minimal reference to developing policy and procedures for the organization)

Overview

Lesson 1- Introduction

Lesson 2-Definition of Child Sexual Abuse

Lesson 3-Victim Behavioral Characteristics

Lesson 4-Effects of Child Sexual Abuse

Lesson 5-Characteristics of Child Molesters

Lesson 6-Some Things to Watch Out For

Lesson 7-How Can I Protect My Ministry?

Lesson 8-Reporting Child Sexual Abuse

Test

Navigation and Functions

Management

Types of Training

Ordering

Viewing Results

Suggestions

OVERVIEW

Topics:

- Learn why it is important to learn about child sexual abuse, today more than ever
- Protect the children
- Assure the health and well-being of your organization
- Facts and Myths
- What Can I Do?
- Why is it Important?

LESSON 1 - INTRODUCTION

Topics:

- Why Do I Need to Worry?
- Long-Term Impacts
- Historical Perspective
- Overview of Legislation
- Impact on Ministries
- How Do I Keep Focus on Child Sexual Abuse Prevention?

LESSON 2 - DEFINITION OF CHILD SEXUAL ABUSE

Topics:

- What is Child Sexual Abuse?
- What is Non-Sexual Abuse or Neglect?
- Some Facts about Child Sexual Abuse
- Who are the Victims and Perpetrators?
- What Causes Child Sexual Abuse?
- Classes of Child Molesters
- Why is the Number of Reported Cases So Low?
- Should Children be Warned?

LESSON 3 - VICTIM BEHAVIORAL CHARACTERISTICS

Topics:

- Profile of Potential Victims
- Physical Signs or Behaviors
- Behavior or Signs of Mental Stress
- The Perpetrator at Work
- Heed the Warning Signs

LESSON 4 - EFFECTS OF CHILD SEXUAL ABUSE

Topics:

- Effects on the Victim
- Effects in Adulthood
- What about the Family?

LESSON 5 - CHARACTERISTICS OF CHILD MOLESTERS
Topics:

- Historical View
- How Do Predators Choose Their Victims?
- What are Grooming Behaviors?
- What Should I be on the Lookout for?
- Common Characteristics of Male Offenders
- Common Characteristics of Female Molesters

LESSON 6 - RECOGNIZING BEHAVIORS

Topics:

- Watch for Grooming Behaviors
- Supervise Everyone
- Avoid False Allegations
- Avoid Unmonitored or Unsupervised Situations
- Watch for Inappropriate Physical Contact
- Monitor the Children

LESSON 7 - PREVENTION
Topics:

- Establish a Child Sexual Abuse Prevention Program Planning Committee
- Create Screening and Selection Policies for Employees and Volunteers
- Write Guidelines about Interactions between Individuals
- Avoid Unmonitored One-On-One
- Monitor Behavior
- Watch for Grooming Behaviors in Others
- Protect Yourself: Avoid False Allegations
- Avoid Inappropriate Physical Affection
- Provide a Safe Environment
- Response to Situations
- Provide Training
- Manage Change

Lesson 7 - Prevention: How Can I Protect My Ministry?

LESSON 8 - REPORTING CHILD SEXUAL ABUSE

Topics:

- When Should I Report?
- Role of Policies and Procedures
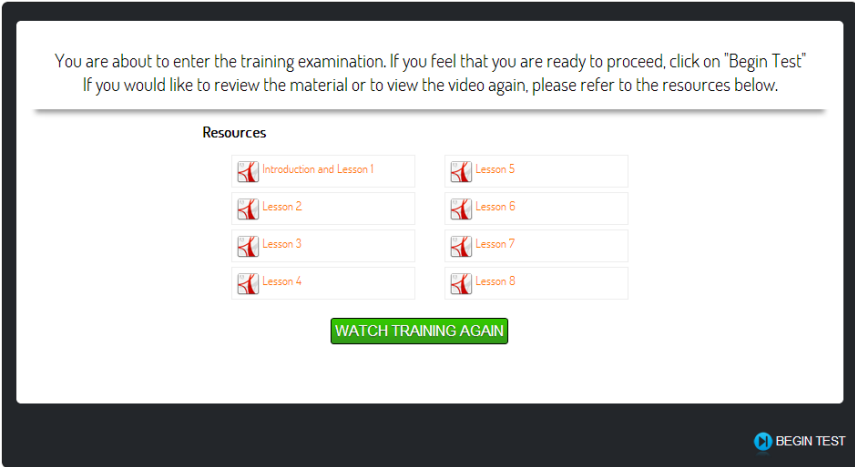- Reporting Process
- Should We Keep Records of Internal Reports?

TEST

At the end of the course there is a screen that will give access to the lesson resources before leading into the 25 question test covering the material covered in the videos.

- The applicant must score a minimum of 70% to pass.
- If the applicant should fail, they will be provided with links to review the worksheets, watch the training again, and take the test again.

When the applicant completes the training, you will receive a notification email stating that the training has been completed

You have failed the exam. Please hit the button below to start again.

Your Quiz Score:

Resources

Introduction and Lesson 1	Lesson 5
Lesson 2	Lesson 6
Lesson 3	Lesson 7
Lesson 4	Lesson 8

RETAKE TEST   WATCH TRAINING AGAIN

For questions contact us at customerservice@protectmyministry.com

has finished the Protect My Ministry Child Sexual Abuse Training and has successfully passed the included examination with a passing score of 70% or greater.

Your Quiz Score:

Completed on:

For questions contact us at customerservice@protectmyministry.com

NAVIGATION AND FUNCTIONS

On the video player there are functions and access to resources.

- At the top right is the lesson number and description.
- At the top left is a resources link that will provide the applicant with a worksheet for the current lesson as well as links to websites to reference
- At the bottom there are function buttons to mute audio, pause and play the video playback, replay current video, and next and previous navigation buttons.
- At the end of each video, the applicant will have to click on the next button to advance to the next video.
- At the end of each lesson there are scenarios and questions to answer covering the material provided in the lesson.

TYPES OF TRAINING

Protect My Ministry Child Safety Training has two training types.

- Employee
  - o Full edition (two hours)
- Volunteer
  - o (40 minutes)
- Spanish
  - o (two hours)

ORDERING

This is an online video course and quiz; you must have a valid email address for your applicants.

For applicants that are already in your account…

➢ From the Main Menu, select Background Checks or Pipeline. Mark the check box on the row for the applicant you want to order Child Safety Training for, this will highlight their row blue.

➢ Select Order and Email Invite for Training in the Actions menu.
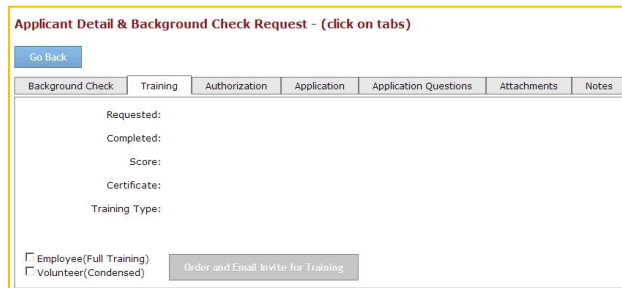➢ You may also select Open Applicant and choose the Training tab.

➢ Select the desired training type and Click the Order and Email Invite for Training button.

For new applicants which you are only ordering Child Safety Training…

➢ From the Main Menu, select Training, then click on New Order
➢ You will then add the applicants information as if you were ordering a background check

➢ After you are finished entering the applicant's data, you will click next and be taken to the training tab of the new applicant's details.

➢ Select the desired training type and Click the Order and Email Invite for Training button.

To order Child Safety Training while you are ordering a background check…

➢ Using the Background Check ordering methods outlined in the Ministry Mobilizer Client Manual, you will come to the ordering screen.

➢ From here you will be able to select the desired training type to be ordered and email invitation sent to your applicant during the Background Check ordering process.

You will only be able to select Child Safety Training if you are ordering a Background Check service using this method.

VIEWING CERTIFICATES

When complete, the certificate can be viewed two ways.

1. The first is from the Training menu from, then select Complete. The first column on the grid is Status, when the training is complete, a GREEN C will be displayed. Simply click on the C to view the certificate.

2. Another way to get the certificate is to Open the applicant's file; by marking the check box next to the applicant's name and then selecting Open in the Actions menu. Go to the Training tab and click on the link to the certificate. If the training is still pending, it will display the requested date, a status of "Invited," and the certificate link will not be present.

SUGGESTIONS

We are constantly making enhancements to Ministry Mobilizer and Child Safety Training. If there is a functionality that you believe would be beneficial to your ministry and others, please send a detailed email, including functionality and options, as well as how it will benefit Ministry Mobilizer, to customerservice@protectmyministry.com.

Thank you,

Ministry Mobilizer Development Team