



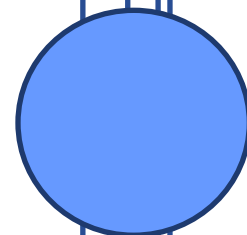
# PROTECT YOUTH SPORTS

---

CHILD SAFETY TRAINING FOR COACHES

Product Overview & User Guide

September 2013



# Child Safety Training

*Abuse Awareness and Prevention*

## **(Approximately Two Hour Course)**

Child Safety Training is an important element of your child protection and abuse prevention system. When coaches and volunteers have an awareness of the basic characteristics of a sexual abuser, the process by which an abuser picks and prepares a child for abuse, and indicators of child sexual abuse, they are better equipped to recognize and prevent abuse in an organization's programs. As a provider of background screening and online child safety training solutions for coaches, staff and volunteers Protect Youth Sports can play a critical role in helping you protect young athletes. Background checks alone will not prevent child abuse from occurring in your organization.

Background checks and online child safety training for coaches, staff and volunteers – when part of a comprehensive child protection program – can prevent abuse. Ask any organization that has experienced a case of sexual abuse and they will tell you that knowing what they know now, there is NO amount of time that would have been too great to spend on prevention and educating their staff and volunteers.

Your staff, coaches and volunteers should complete in depth Child Safety Training.

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 youth sports community.

Statistics do not begin to describe the devastating consequences of child abuse.

Victims of child abuse often struggle with the emotional and other effects of abuse 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 tarnish, sometimes irretrievably, an organization's reputation. And of course the financial impact can be devastating as well.

Against this backdrop, Protect Youth Sports is determined to join with youth sports organizations and other community serving organizations in avoiding, as much as possible, incidences of child abuse on our watch.

## Child Safety Training

[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](#)

[Test](#)

[Navigation and Functions](#)

## Management

[Types of Training](#)

[Ordering](#)

[Viewing Results](#)

[Suggestions](#)

## Overview

### Topics:

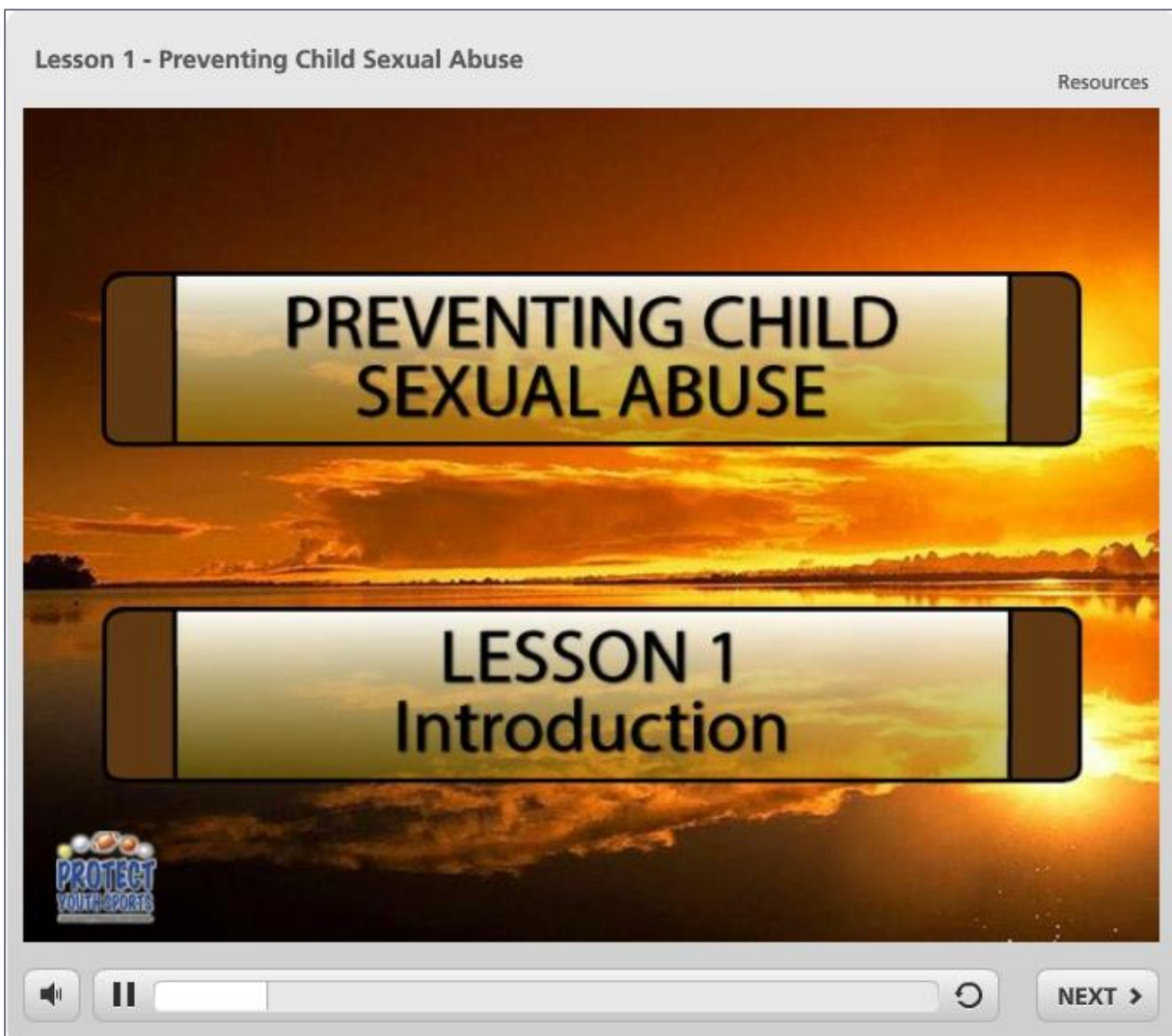
- Learn why it is important to learn about child sexual abuse, today more than ever
- Protect the children
- Assure the health and well-being of your organization
- Facts and Myths
- What Can I Do?
- Why is it Important?



## Lesson 1 - Introduction

### Topics:

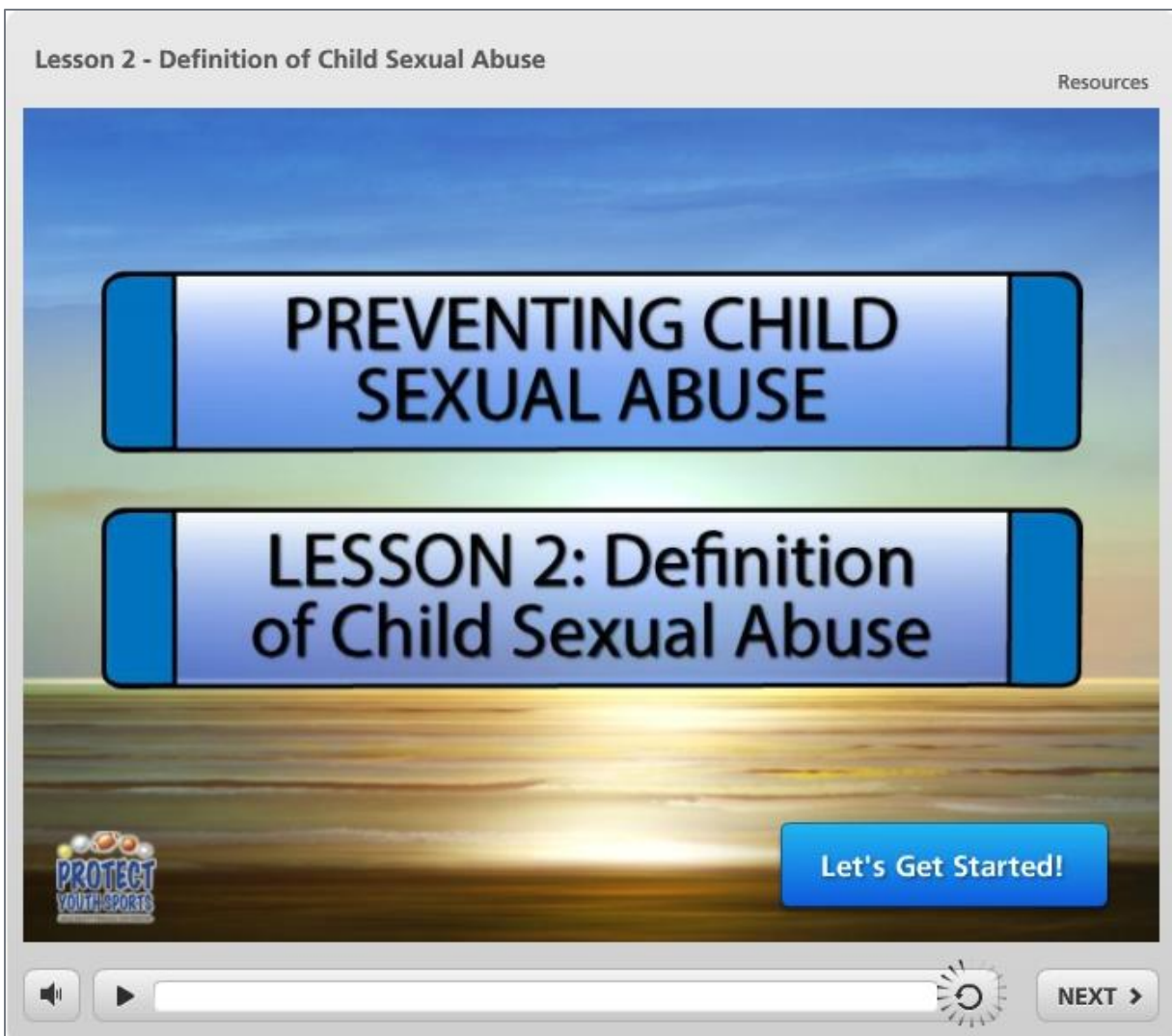
- Why Do I Need to Worry?
- Long-Term Impacts
- Historical Perspective
- Overview of Legislation
- Impact on Organizations
- How Do I Keep Focus on Child Sexual Abuse Prevention?



## 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?

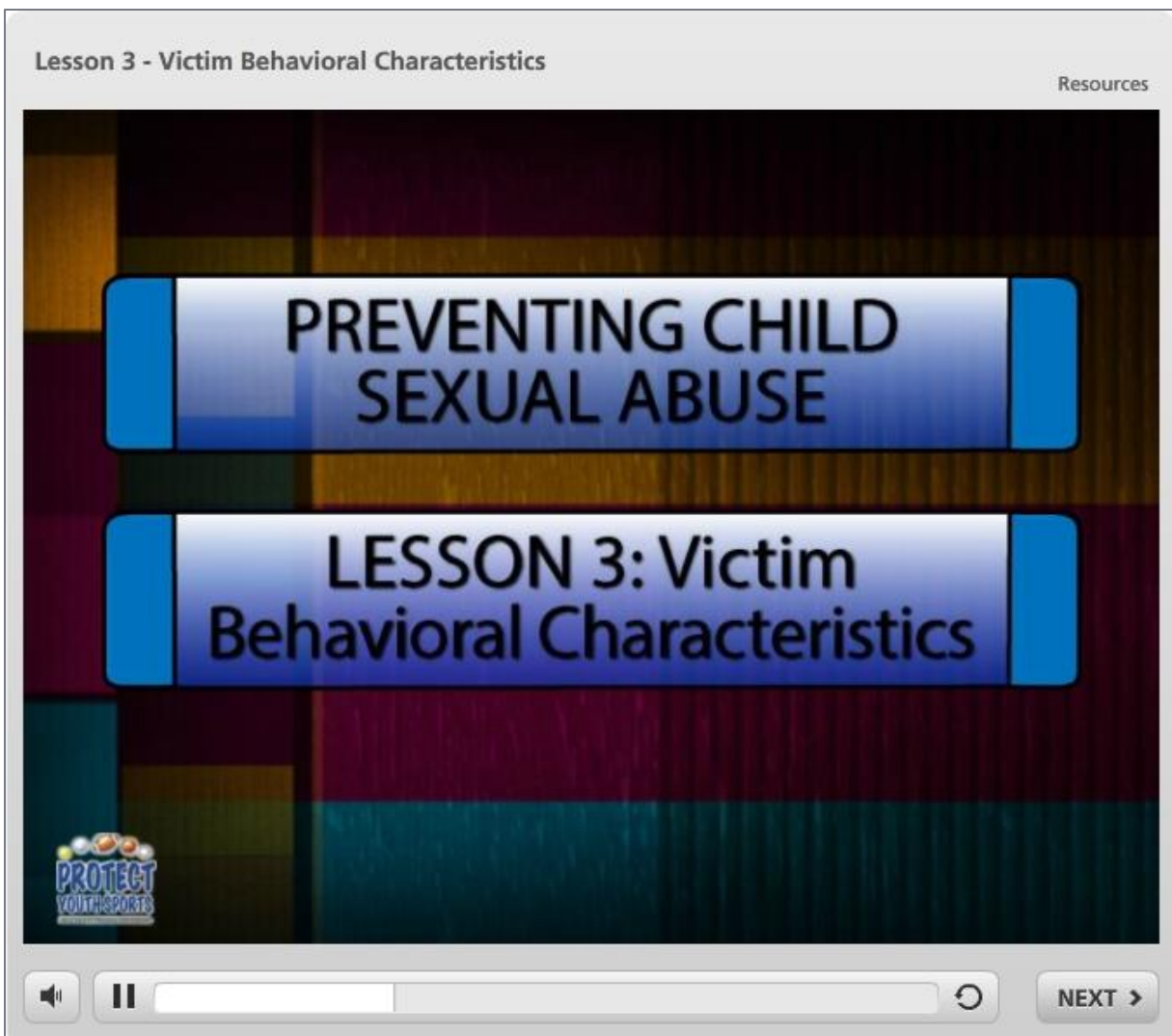




## Lesson 3 - Victim Behavioral Characteristics

### Topics:

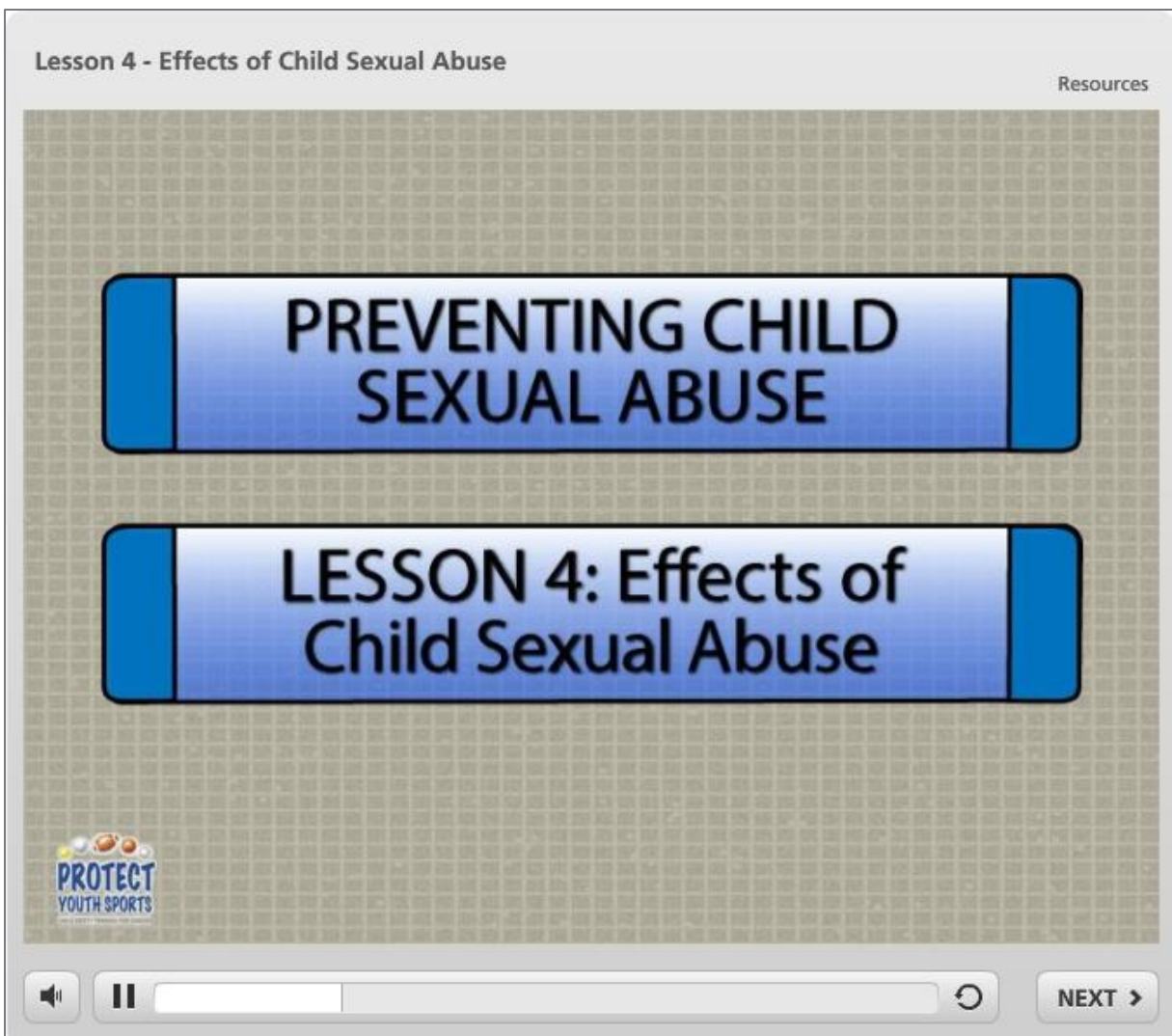
- Profile of Potential Victims
- Physical Signs or Behaviors
- Behavior or Signs of Mental Stress
- The Perpetrator at Work
- Heed the Warning Signs



## Lesson 4 - Effects of Child Sexual Abuse

### Topics:

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

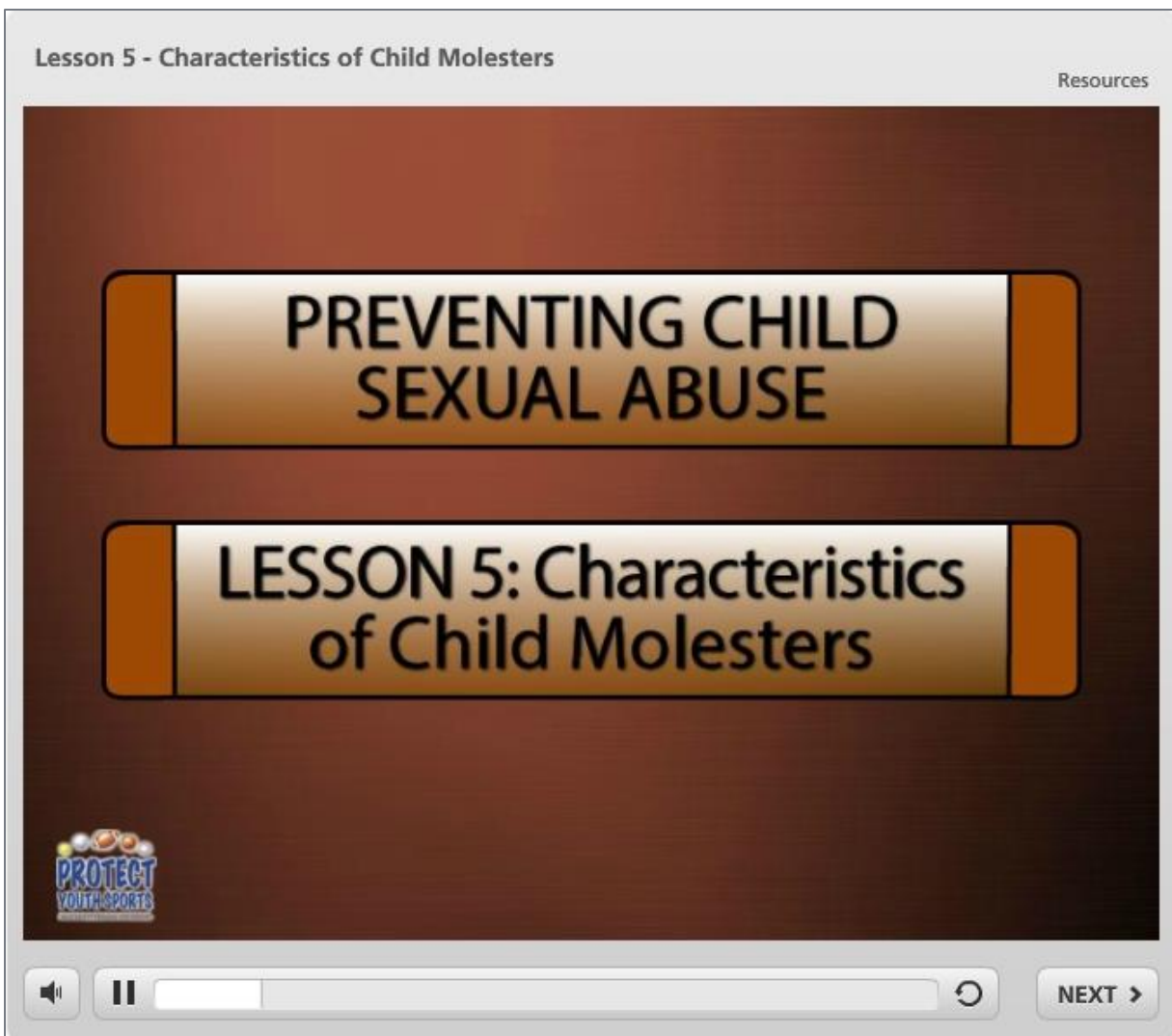




## Lesson 5 - Characteristics of Child Molesters

### Topics:

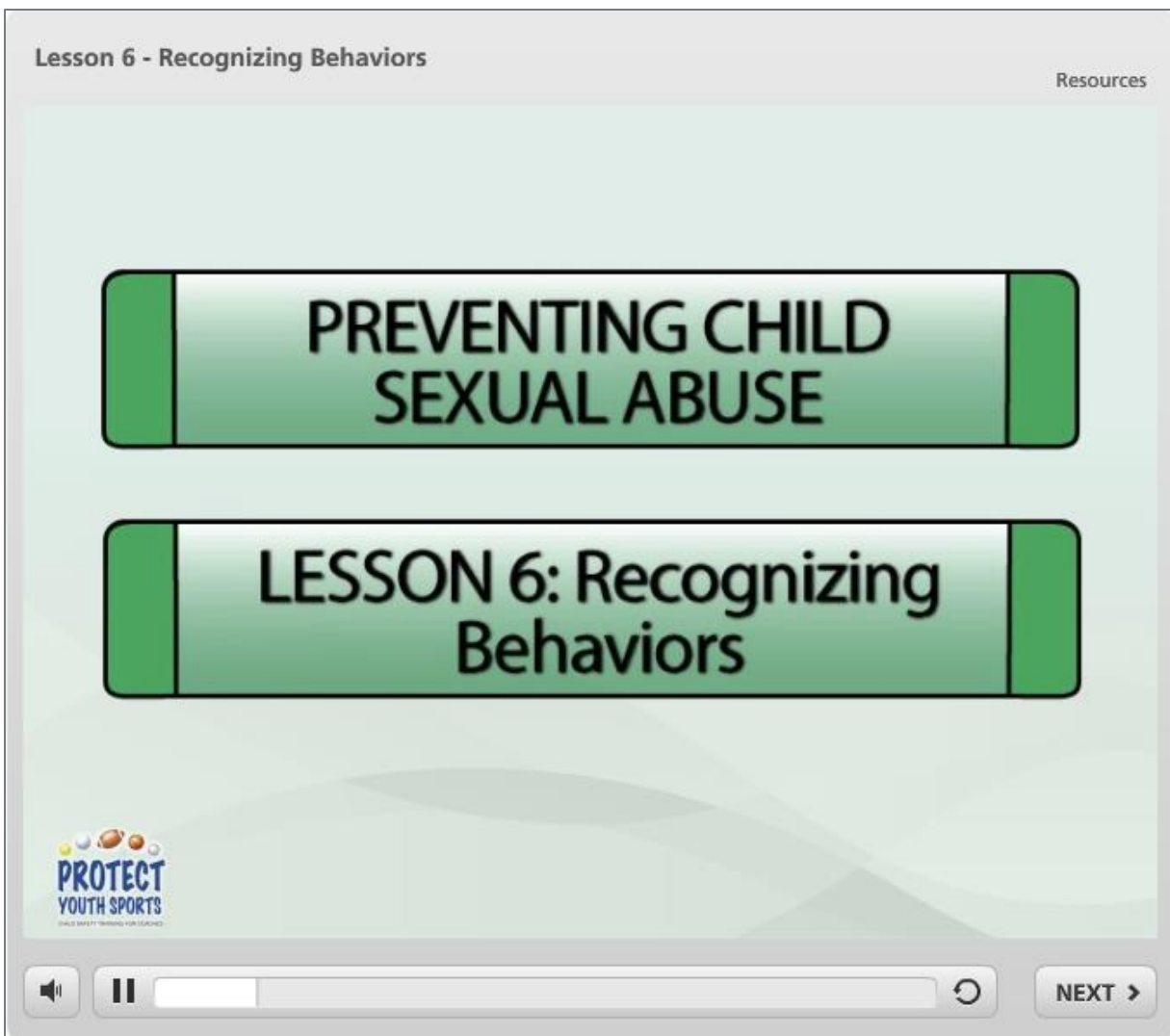
- Historical View
- How Do Predators Choose Their Victims?
- What are Grooming Behaviors?
- What Should I be on the Lookout for?
- Common Characteristics of Male Offenders
- Common Characteristics of Female Molesters



## 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

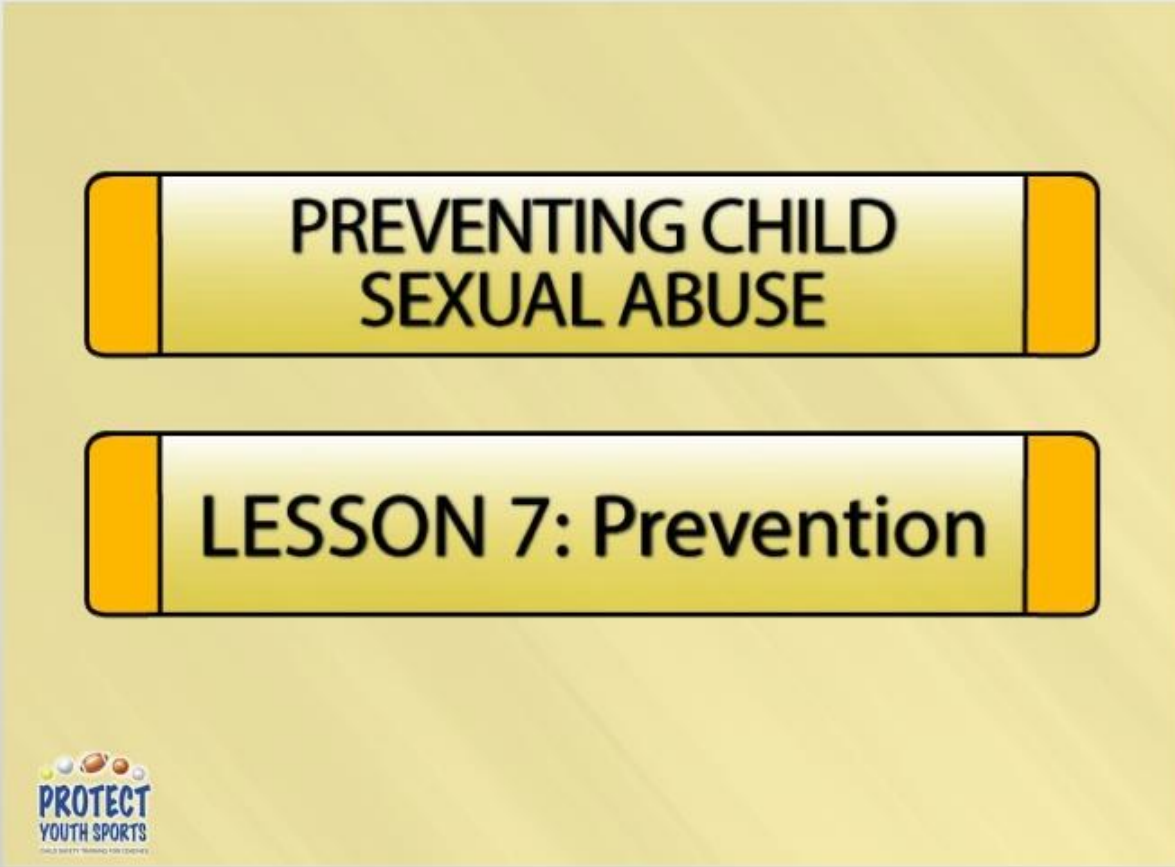


## Lesson 7 - Prevention

### 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 the Program? Resources



**PREVENTING CHILD  
SEXUAL ABUSE**

**LESSON 7: Prevention**

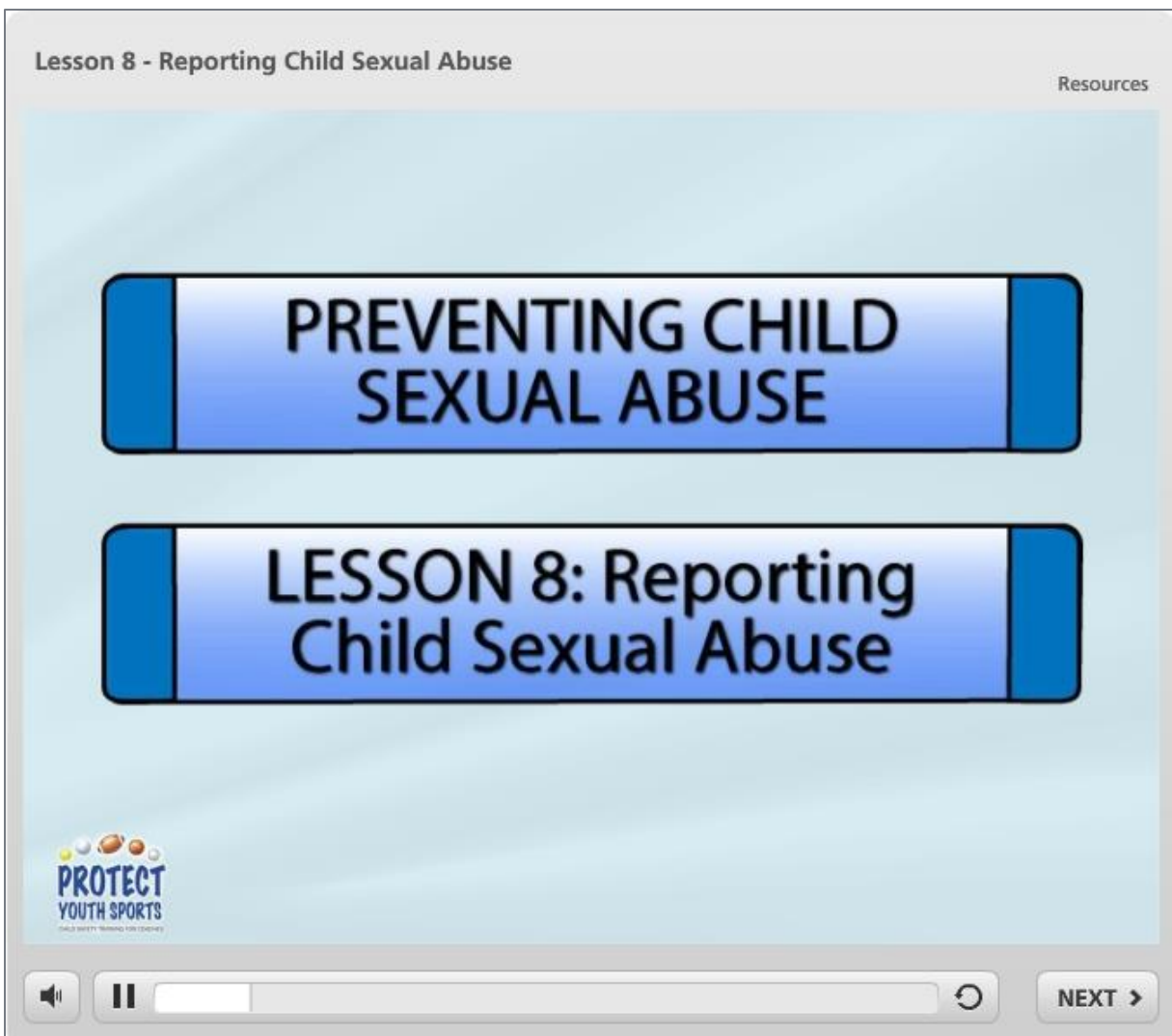
**PROTECT  
YOUTH SPORTS**  
CHILD SAFETY TRAINING FOR COACHES

Next >

## 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 are about to enter the training examination. If you feel that you are ready to proceed, click on "Begin Test"  
If you would like to review the material or to view the video again, please refer to the resources below.

**Resources**

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

[WATCH TRAINING AGAIN](#)

[BEGIN TEST](#)

  
**PROTECT YOUTH SPORTS**  
CHILD SAFETY TRAINING FOR COACHES

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 [support@protectyouthsports.com](mailto:support@protectyouthsports.com)

  
**PROTECT YOUTH SPORTS**  
CHILD SAFETY TRAINING FOR COACHES

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 [support@protectyouthsports.com](mailto:support@protectyouthsports.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.

**Lesson 1 - Preventing Child Sexual Abuse**

**Resources**

Here are some useful links and documents:

- Training Worksheet Lesson 1
- Lesson 1 Bibliography
- Child Welfare Information Gateway
- Sexual Abuse: Surviving the Pain, Bogorad, ...
- StopItNow.org Definitions of Child Sexual A...
- U.S. HHS CDC: Preventing Child Sexual Abus...
- National Children's Alliance
- U.S. HHS, Child Welfare Information Gateway
- List of State Agencies

**Scenario Exercise**

John is a young adult now. He believes he was sexually abused as a child by a sports program bus driver named Russell. John doesn't remember the attack and does not really believe he was actually abused. But he has never been able to enjoy sexual relationships and always feels guilty afterward.

John has flashes of memory about an incident that he is very uncomfortable about where Russell took advantage of their friendship. He has not been in contact with Russell since then, but has often wondered if Russell went on to abuse others. What should John do at this point in his life? Think about this and discuss these options.

**PROTECT YOUTH SPORTS**

Click to select one

Video player controls: Mute, Play/Pause, Progress bar, Replay, Previous (PREV), Next (NEXT).



## Types of Training

Protect Youth Sports Child Safety Training has two training types.

- Volunteer
  - Condensed edition (~90 minutes)
- Employee
  - Full edition (further explanations of terms and scenarios, ~120 Minutes)

## 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.

Training (1086)	Report	Status	First
Settings	<input checked="" type="checkbox"/>	VIEWED	Timothy
Reports	<input type="checkbox"/>	VIEWED	isaac
	<input type="checkbox"/>	VIEWED	isaac
	<input type="checkbox"/>	VIEWED	Lewis
	<input type="checkbox"/>	VIEWED	John
	<input type="checkbox"/>	COMPLETE	melissa
	<input type="checkbox"/>	VIEWED	Ronnie
	<input type="checkbox"/>	VIEWED	Michael
	<input type="checkbox"/>	VIEWED	Erika
	<input type="checkbox"/>	VIEWED	James
	<input type="checkbox"/>	VIEWED	melissa
	<input type="checkbox"/>	VIEWED	Herman

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

**Applicant Detail & Background Check Request - (click on tabs)**

[Go Back](#)

Background Check	Training	Authorization	Application	Application Questions	Attachments	Notes
------------------	----------	---------------	-------------	-----------------------	-------------	-------

Requested:

Completed:

Score:

Certificate:

Training Type:

☐ Employee(Full Training)  
☐ Volunteer(Condensed)

[Order and Email Invite for Training](#)

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

For new applicants that you are only ordering Child Safety Training for...

- 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

The screenshot shows the VERITY system interface. On the left is a navigation menu with options: Home, Log Off - example10, To Do (4), Web Inquiries (14), Pipeline (301), Background Checks (53), Training (1085), New Order..., Pending (877), Complete (208), Cancelled (70), Settings, Reports, and Imports. The 'Training (1085)' option is selected. The main area displays the 'Applicants:All' section with a search bar for 'Last Name' and a table of applicants.

Report	Training	Date	First
<input type="checkbox"/>	C	10/23/2012	Sherry
<input type="checkbox"/>		10/23/2012	Michael
<input type="checkbox"/>		10/19/2012	joe
<input type="checkbox"/>	C	10/18/2012	Patrick
<input type="checkbox"/>		10/18/2012	martha
<input type="checkbox"/>	P	10/17/2012	Shari
<input type="checkbox"/>	C	10/15/2012	Wilson

- 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.

**Applicant Detail & Background Check Request - (click on tabs)**

The screenshot shows the 'Applicant Detail & Background Check Request' form. At the top is a 'Go Back' button. Below it are tabs for 'Background Check', 'Training', 'Authorization', 'Application', 'Application Questions', 'Attachments', and 'Notes'. The 'Training' tab is selected. The form contains fields for 'Requested:', 'Completed:', 'Score:', 'Certificate:', and 'Training Type:'. At the bottom, there are two checkboxes: 'Employee(Full Training)' and 'Volunteer(Condensed)'. To the right of these checkboxes is a button labeled 'Order and Email Invite for Training'.

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

Coach Pay accounts have the option to have their accounts automatically order Child Safety Training when their applicants submit for their background checks.

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

- Using the Background Check ordering methods outlined in the Verity Client Manual, you will come to the ordering screen.

Order Background Check

Name:

Billing Ref: [None]

Package:

- ☐ A La Carte
- ☒ BASIC **Minimum Recommendation** – Click [here](#) for explanation.
- ☐ GFY
- ☐ PLUS

A la Carte:

- ☐ National Criminal Database Search
- ☐ Criminal Search (County or Statewide)
- ☐ MVR Driving History Search
- ☐ SSN Verification & Address History
- ☐ Credit History
- ☐ Education Verification
- ☐ Employment Verification
- ☐ National Sex Offender Registry
- ☐ Child Abuse Registry Search

Search AKA (Maiden Name): ☐ (Additional Charges Apply--Applies to all Court Searches)

Order and Email Invite for Training

Child Safety Training (Free with background check)

☐ Employee(Full Training)

☐ Volunteer(Condensed)

Next >

- 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.

VERITY

Summary

For the following Applicants:

First	Last	Date of Birth	Social Security Number
Michael	Brooks	12-12-2012	123-45-6789

You are about to order the following services:

Package: Basic

Services:

- National Criminal Database Search
- SSN Verification & Address History
- National Sex Offender Registry Search

Training: Child Safety Training

Previous

Submit For Background Check

If you ordered a Statewide, County, and/or MVR search, additional fees may apply. [Please review the current mandatory court fee lists.](#)

## 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.

The screenshot shows the 'Training' menu on the left with 'Complete (208)' selected. The main area is titled 'Training: Complete' and contains a table of training records. The table has columns for 'Status' and 'First'. The status column shows a green 'C' for each record, indicating completion. The first column lists names: Patrick, Wilson, Jorge, Ryan, Joel, Lisa, Jackie, marla, Greg, and Lynn. Below the table is a pagination bar showing page 1 of 10.

Status	First
C	Patrick
C	Wilson
C	Jorge
C	Ryan
C	Joel
C	Lisa
C	Jackie
C	marla
C	Greg
C	Lynn

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.

Background Check	Training	Authorization	Application
Requested: 09/04/2013			
Training Status: Invited			
Completed:			
Score:			
Certificate:			
Training Type: Employee			
<input type="checkbox"/> Employee(Full Training)			
<input type="checkbox"/> Volunteer(Condensed)			
<a href="#">Resend Invite for Training</a>			

Background Check	Training	Authorization	Application
Requested: 09/04/2013			
Training Status: Completed			
Completed: 09/04/2013			
Score: 88			
Certificate: <a href="#">Click to open</a>			
Training Type: Volunteer			
<input type="checkbox"/> Employee(Full Training)			
<input type="checkbox"/> Volunteer(Condensed)			
<a href="#">Order and Email Invite for Training</a>			

## Suggestions

We are constantly making enhancements to Verity and Child Safety Training. If there is a functionality that you believe would be beneficial to your organization and others, please send a detailed email, including functionality and options, as well as how it will benefit Verity, to [support@priorityresearch.com](mailto:support@priorityresearch.com) or [support@protectyouthsports.com](mailto:support@protectyouthsports.com).

*Thank you,*

*Verity Development Team*