



Standards and Procedures for Safe Environment Training for Children

1. The Diocese of Venice uses the VIRTUS curriculum for the Safe Environment Training of Children up to the age of 18. Teachers/Catechists/Youth Ministers have the option of using one of two lesson plans for each grade level. The four-year cycle of lesson plans has been purchased by the Diocese. The lesson must be presented in the classroom during a regularly scheduled religious education or youth ministry session.
2. To access the lesson planning materials, go to www.virtusonline.org. The user id is *venicepl* and password is *dov2011*. Read Step 1, Step2, and Step 3. Download the *Touching Safety Program Overview* for parents and other materials as appropriate for each step. Click *Continue*. The *Touching Safety – Select an Age Group* screen will display. Select the grade level desired from the drop down box. Click *Continue*. The *Touching Safety – Select a Lesson* screen will display. From the drop down box, select the desired lesson and click *Continue*. The lesson plan page will display. Click the *green arrow* to download the lesson plan. A new tab will display. Print the lesson.
3. Parents may not attend any Safe Environment Training of Children. However, the *Touching Safety Program Overview* is to be provided the parents prior to the training session. Use of supplemental speakers from local law enforcement agencies, child protection agencies or representatives from the Florida Department of Children and Families is encouraged.
4. All children participating in religious education or youth ministry either at the parish or at a school must complete the annual Safe Environment Training for Children by **December 1st of each year**. A make-up session will be completed by **March 1st of each year** for any child absent from the initial training. The training schedule is as follows:

Grade	Lesson Plan Age Group	Initial Training Completed by December 1st	Make-up Training Completed by March 1st
K	Grade K - 2	Lesson 1	Lesson 2
1	Grade K - 2	Lesson 3	Lesson 4
2	Grade K - 2	Lesson 5	Lesson 6
3	Grade 3 - 5	Lesson 1	Lesson 2
4	Grade 3 - 5	Lesson 3	Lesson 4
5	Grade 3 - 5	Lesson 5	Lesson 6
6	Grade 6 - 8	Lesson 1	Lesson 2
7	Grade 6 - 8	Lesson 3	Lesson 4
8	Grade 6 - 8	Lesson 5	Lesson 6
9	Grade 9 - 12	Lesson 1	Lesson 2
10	Grade 9 - 12	Lesson 3	Lesson 4
11	Grade 9 - 12	Lesson 5	Lesson 6
12	Grade 9 - 12	Lesson 7	Lesson 8



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5. The sessions are mandatory and as such, parents may not allow their child(ren) to “opt-out” from participating in the session.
6. Directors of Religious Education must train catechists, and youth ministers using a lesson plan from VIRTUS to insure effective instruction by youth ministers and catechists. Principals and DRE’s must review lesson plans and approve speakers.
7. Each parish/school designates a local Safe Environment Coordinator who maintains all parish Safe Environment Records.
8. The local Safe Environment Coordinator completes and submits an annual report of the number of children trained during the year to the Department of Education no later than **March 31st of each year.** The number of students is listed on the Safe Environment Training Report also includes the number of catechists/teachers fingerprinted and safe environment trained. The report may be found on the website at: www.dioceseofvenice.org. Select *Offices* and choose *Education* from the drop down menu. Scroll to the bottom of the Education page and select *Department of Education Forms*. Each parish school designates a local parish/school SET Coordinator.