



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 Texas law. 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. Here's some information to help get you started.

The program utilizes 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:

www.safety.brookhavenretreat.org

Steps to Lead the Child Abuse Prevention Training:

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 admin@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. Obtain and give a copy, of a criminal background check for each person, to the Brookhaven office before or upon arrival. One of the best and most affordable sources for Texas background checks can be found at the Texas Dept of Public Safety website at: <https://records.txdps.state.tx.us/DpsWebsite/>. You'll need to setup an account and purchase credits to do background checks. At present, it will cost about \$3 per background check.

If you have further questions, please e-mail admin@brookhavenretreat.org or call us at (903) 769-2811.

Blessings in all you do to serve and protect children,

The Staff of Brookhaven Retreat