



# Stop It Now!®

## Trainer's Manual Use Instructions and Guidelines

Updated Manual is available to download at: [www.stopitnow.org/costot](http://www.stopitnow.org/costot)

### **Introduction**

This presentation was updated in 2022. This includes the presentation slides, notes, handouts and surveys. While many changes are minor, and the majority of the content has not changed, trainers can prepare by carefully reviewing the Trainer's guide for each workshop.

If a single workshop is offered in 2 different sections, the following is recommended:

- Participants must take Part A first
- Participants should take both parts
- The same trainer should deliver both parts
- Both parts should be delivered as close together as possible: the same week or following week

### **Workshop descriptions** (for use in letters, invitations, posters, etc.)

#### **Circles of Safety: Understanding the Role of Healthy Sexuality Development and Education in Sexual Abuse Prevention**

This workshop presents key steps in child sexual abuse prevention. Understanding and promoting healthy sexual development for children in foster care settings is critical to helping them achieve increased health, safety and well-being. Through increasing participants' knowledge, confidence and comfort, participants will be able to better recognize and support children's sexual safety. Participants will learn how to use safety rules as tools to help keep children and youth safe.

#### **Circles of Safety: Understanding and Responding to Warning Signs**

This workshop identifies behaviors in both children and adults that are warning signs that a child is at risk of being sexually abused or that a child is being sexually abused. Participants will be able to recognize and respond to warning signs specifically in adult's behaviors that may contribute to increasing the vulnerability of an environment. Communication tools for adults to talk with other adults about children's sexual safety will be introduced and practiced.

### **Workshop Sections**

If the workshops are to be split into two sections, the following split is recommended:

#### **Workshop 1(W1): Circles of Safety: Understanding the Role of Healthy Sexuality Development and Education in Sexual Abuse Prevention**

- W1a – Slides 1-20
- W1b – Slides 21 – end

#### **Workshop 2 (W2): Circles of Safety: Understanding and Responding to Warning Signs**

- W2a – Slides 1-24
- W2b - Slides 25 -end

<b>How the materials are organized</b>
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Each workshop is separated into its own section in this manual and is composed of these components:

- Trainer’s guide: PowerPoint slides with recommended trainers notes and activities
- Participant PowerPoint presentation with blank notes
- Participant handouts and resources
- Pre and post surveys
- Trainer’s workshop report/cover sheet

#### **Circles of Safety Handout, Activity and Video Cue Schedule**

#### ***Workshop 1 (W1): Circles of Safety: Understanding the Role of Healthy Sexuality Development and Education in Sexual Abuse Prevention***

Slide 4

- Activity: I Want, Hope and Do

Slide 13

- Sample Family Safety Planning Rules

Slide 15

- Tip Sheet: Age-Appropriate Sexual Behavior
- Resource List: Healthy Sexuality Book and Website Resources
- Article: Promoting Healthy Sexual Development and Sexuality

Slide 27

- Video Aids for Teaching Consent
- Video - Consent for Kids:
  - <https://www.youtube.com/watch?v=h3nhM9UIJjc>
- Video - Tea Consent (clean):
  - <https://www.youtube.com/watch?v=fGoWLWS4-kU>
- Video - Tea Consent:
  - <https://www.youtube.com/watch?v=oQbei5JGiT8>

Slide 29

- Resource List: Staying Safe Online Resources
- Internet Safety Guidelines and Tips
- Online Safety Contracts

Slide 34

- Tip Sheet: Talking with Children and Teens
- Communication Tips and Examples
- Sexuality Concepts in Concrete Terms

Slide 35

- Our Family's Safety Plan
- Tip Sheet: Don't Wait: Everyday Actions to Keep Kids
- Tip Sheet: Create a Family Safety Plan

## ***Workshop 2 (W2): Circles of Safety: Understanding and Responding to Warning Signs***

Slide 3

- Children's Sexual Play: Healthy or Unhealthy?

Slide 6

- Tip Sheet: Warning Signs in Children and Adolescents of Possible Child Sexual Abuse

Slide 7

- Tip Sheet: Signs That a Child or Teen May Be At-Risk to Harm Another Child

Slide 21

- Tip Sheet: Signs an Adult May Be At-Risk to Harm a Child
- Tip Sheet: Behaviors to Watch for When Adults Are with Children

Slide 28

- Role Plays: Low Risk Situations

Slide 31

- Video – Difficult Conversation Role Play Between Parent and Coach:
  - <https://youtu.be/ZBeGsN1ZK4g>

Slide 32

- Role Plays: Adults Crossing Boundaries
- Sample Scripts for Role Plays

Slide 34

- Resources for Support, Information and Guidance – for Parents and Youth

## How to use the Trainer's Guide

- Every slide is matched with its own recommended trainer's script, with applicable discussion questions, handouts and activities.
- Italicized comments are generally instructional notes to trainer.
- Use of white board/flip chart isn't specifically noted but it is recommended to use one to highlight participant's responses to questions.
- Most of the activities are designed to be done in pairs or small groups. Based on size of the group and time, trainer should decide the best format. All activities are not a requirement but listed as options to deepen learning and practice.
- "Ask" and Debrief opportunities after activities are prompts to encourage sharing and cross learning. Look for additional opportunities to engage discussion and sharing. *See below for additional questions to encourage discussion.*
- Action items are bolded with arrows:
  - **Review** – instructs trainer to review bullet points on slide with accompanying trainer's notes
  - **Ask** – questions to ask participants to help trainer both assess comprehension of material and engage in discussion
  - **Handout** – informs trainer when there is an accompanying handout, tip sheet or resource
  - **Activity** – describes an activity, including set up and preparation notes as necessary

## Surveys

Stop It Now!, as the owner of the Circles of Safety curriculum, requests anyone who takes a Circles of Safety training or workshop to complete a pre and post survey to be used for research purposes. Survey answers will help enhance the Stop It Now! trainings and to develop measures intended to assess how professional care environments and professionals are addressing child sexual abuse prevention. Anyone completing the survey will have the option to refuse to have their answers included in research. Stop It Now! uses a coding system to keep all surveys anonymous and confidential.

- Distribute pre-survey prior to beginning the workshop presentation and collect.
- Distribute the post-survey at the end of the training, allowing time for completion, and collect.
- Draw attention to the instructions on the survey regarding coding so that pre and post surveys can be matched while remaining anonymous.
- Complete trainer's workshop report/cover sheet.

Surveys are also available online. Trainers can send pre-survey link to participants prior to workshop and after delivering a full workshop (whether in one or two sessions – not both workshops). Trainers are requested to notify Stop It Now! if they are using online surveys.

### ***Mail/Scan and email trainer's workshop report/cover sheet and surveys to:***

Jenny Coleman, Director  
Stop It Now!  
351 Pleasant Street, Suite B-319  
Northampton, MA 01060

## Preparation and materials required

Prepare participant training book:

- Participant PowerPoint presentation
- Participant handouts
- Pre surveys
- Post surveys

Materials (for live trainings):

- Flip chart
- Markers
- Name tags
- Blank paper
- Pens/pencils
- Envelopes (for completed surveys)

## Additional questions to promote discussion and reflection

- ? Why are children's sexual behaviors different than adult's sexual behaviors?
- ? What are some reasons why a child may not report they are being sexually harmed?
- ? Pick a key concept for prevention and talk about why it's a key prevention concept.
- ? What are ways adults can model healthy boundaries and privacy for children?
- ? How could ignoring healthy boundaries pose a risk for a child?
- ? What do you need to be able to have a conversation with an adult who has exhibited warning signs in their behavior?
- ? What do you need in order to increase your comfort level talking about sexuality, sexual behaviors and children?

*Note: it is recommended that trainer review these questions to enhance comfort and understanding with content.*

For further preparation and information, visit the following pages on the Stop It Now! website:

- <http://www.stopitnow.org/help-guidance/online-help-center/childrens-behaviors>
- <http://www.stopitnow.org/help-guidance/online-help-center/adults-behaviors-with-children-and-youth>
- <http://www.stopitnow.org/help-guidance/faqs>