



Trainer's Manual User Guide

Updated Manual for trainers is available to download at: www.stopitnow.org/costot

Participants have their own link to their manuals divided up by workshop on the above link.

Introduction

This presentation was updated in 2026. 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 two different sections, the following is recommended:

- Participants must take part A first
- Participants should take both parts
- The same trainer(s) should deliver both parts
- Both parts should be delivered as close together as possible, meaning either 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 (Parts A & B)

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 (Parts A & B)

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, as well as behaviors in children and youth that are sexually harmful. Communication tools for adults to talk with other adults about children's sexual safety will be introduced and practiced.

How the materials are organized

Each workshop is separated into its own section in this manual and is composed of these components:

- Trainer's workshop report/cover sheet
- Trainer's curriculum: PowerPoint slides with recommended trainers notes and activities
- Participant PowerPoint handout with blank notes
- Participant activities and handouts
- Certificate template (for the trainer to fill out and give to the participant)
- Pre and post surveys

Workshop Sections

- Each of the two workshops are split into two parts which can be a good place for a break, or if the trainer prefers, can be the time to end part one of the workshop due to time constraints.

Other notes

- Look for the words **Optional slide** to indicate that for some audiences this slide could be skipped, depending on their needs
- Trainer may want to have icebreaker ideas for the start of each workshop

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.
- 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
 - **Debrief** – generally used after an activity to encourage participants to reflect on how cross-learning felt and/or to deepen learnings
 - **Reflection** – questions participants can think about on their own
 - **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
 - **Trainer's note** – note specifically for a trainer about how to use materials, further notes on points to go over, or additional/optional ways to present an activity
 - **Optional slide** – slide is optional, or only for certain participants; review slide before training to know if it will be suitable to your group

Handout, Activity and Video Cue Schedule

Workshop 1: Circles of Safety: Understanding the Role of Healthy Sexuality Development and Education in Sexual Abuse Prevention – Part 1

- Slides 1-50

Slide 1

- Handout pre-survey

Slide 8

- Activity: Your Experience
- *with* Handout: Your Experience

Slide 13

- Reflection/Ask: Have you ever seen an adult doing something in front of a child that you thought was inappropriate? What did you do? What do you wish you had done?

Slide 17

- Activity: Setting boundaries – true/false

Slide 19

- Activity: What threats may kids experience during sexual abuse? - group ask

Slide 20

- Activity: What relationship factors can affect children's disclosures? - group ask

Slide 21

- Activity: What feelings can get in the way of a child disclosing? - group ask

Slide 22

- Activity: What environmental factors might stop a child from disclosing?

Slide 25

- Ask: Examples of contact vs non-contact sexual abuse

Slide 37

- Handout: Create a Family Safety Plan
- Handout: Everyday Actions to Keep Kids Safe

Slide 41

- Activity: Family Safety Planning
- Handout: Sample Family Safety Planning Rules

Slide 42

- Ask: Anyone want to share any realizations, what you already do, any other thoughts (about safety planning rules)?

Slide 43

- Handout: Questions Parents Should Ask About School Policies

Slide 46

- Activity: Reinforce – poll

Slide 47

- Activity: Model – poll

Slide 48

- Activity: Redirect – poll

Slide 49

- Activity: What do you wish you knew then? - open-ended

Workshop 1: Circles of Safety: Understanding the Role of Healthy Sexuality Development and Education in Sexual Abuse Prevention – Part 2

- Slides 50-end

Slide 51

- Ask: So how can learning about healthy sexual development help us prevent harmful behaviors or sexual abuse?

Slide 52

- Handout: Healthy Sexuality Book and Website Resource
- Handout: Article: Promoting Healthy Sexual Development and Sexuality

Slide 60

- Handout: Age Appropriate Sexual Behavior

Slide 66

- Video - Consent for Kids:
 - <https://www.youtube.com/watch?v=h3nhM9Uljc>
- Video - Tea Consent (clean):
 - <https://www.youtube.com/watch?v=fGoWLWS4-kU>
- Video - Tea Consent:
 - <https://www.youtube.com/watch?v=oQbei5JGiT8>
- Handout: Video Aids for Teaching Consent

Slide 67

- Ask: Who in this workshop has ever felt like they needed a hug?
- Ask: Who has felt like they needed a hug but didn't get it?
- Ask: If you needed a hug and didn't get it, what did that feel like?
- Ask: And who has felt like they needed a hug - and got it? What did that feel like?

Slide 69

- Ask: Can someone share an example of a kid they've cared for that had specific physical or sensory boundaries, what it was like before you knew them, and what it was like for you and them after you finally got it - when you realized that there were desired and safe ways of touch for this child?

Slide 70

- Ask: How many people have had concerns about hugging a child in their care, under their watch? What about physical touch with these kids can be worrisome?

Slide 74

- Ask: Why has this language (good touch, bad touch) been changed?

Slide 81

- Handout: Resource List: Staying Safe Online
- Handout: Internet Safety Guidelines and Tips
- Handout: Online Safety Contracts
- Handout: Keeping Children and Youth Safe Online

Slide 83

- Ask/Reflection: What questions have you been asked (by kids) that have taken you by surprise? What questions worry you or make you concerned that you'll be caught off guard and won't know how to answer?
- Activity: How would you answer? - open-ended

Slide 84

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

Slide 87

- Ask: Any questions, anything anyone wants to add?

Slide 94

- Handout: Warning Signs in Children of Possible Sexual Abuse

Slide 108

- Share: Child Welfare Information Gateway's link on reporting by state:
<https://www.childwelfare.gov/resources/states-territories-tribes>

Slide 111

- Handout post-survey

Workshop 2: Circles of Safety: Understanding and Responding to Warning Signs – Part 1

- Slides 1-34

Slide 1

- Handout pre-surveys

Slide 6

- Handout: Children's Sexual Play: Healthy or Unhealthy

Slide 12

- Activity: Green scenario - multiple choice

Slide 15

- Handout: Signs that a Child or Teen May Be At Risk to Harm Another Child

Slide 21

- Optional ask: Does anyone want to share about a situation that they've been in when they talked with a youth - what was successful and/or what was challenging?

Slide 22

- Activity: Yellow scenario - multiple choice

Slide 30

- Activity: Red scenario - multiple choice

Slide 31

- Activity: Continuum of youth behaviors – poll or paper handouts

Slide 32

- Handout: Talking with Parents About Children's Sexual Behaviors

Workshop 2: Circles of Safety: Understanding and Responding to Warning Signs – Part 2

- Slides 34-end

Slide 37

- Ask: What are other general ways caregiving adults demonstrate care/support?

Slide 38

- Ask: Can anyone tell me what someone who sexually abuses children might look like, or anything about their lifestyle and culture – like what they do, where they live, etc.?
- Ask: Any questions or other thoughts?

Slide 41

- Ask: What is some of the language you have used or heard others use to refer to people who sexually abuse children? Think about what terms you also hear in the media.

Slide 42

- Ask: Would anyone like to define these, while sharing how they are different?

Slide 43

- Ask: Why is it relevant to prevention that we talk about how we talk about the adults who are at risk of abusing and who have abused?

Slide 47

- Reflection/Ask: How confident are you?

Slide 52

- Handout: Signs an Adult May be At-Risk to Harm a Child
- Handout: Behaviors to Watch for When Adults are with Children

Slide 61

- Ask: Does anyone have any questions about these?

Slide 63

- Activity: Continuum of Adult Behaviors – poll or paper

Slide 64

- Ask: Can you think of any more examples?

Slide 67

- Ask: What are some of the fears that might interfere with someone speaking up?
- Optional ask: What kind of family disruption might folks fear could happen if they speak up?
- Optional ask: What might we hear that could indicate shame and guilt could be a barrier?

Slide 69

- Reflection: Think for a moment about one of the barriers we mentioned previously that really stands out for you.
- Ask: Would anyone like to share?

Slide 72

- Handout: Let's Talk Guidebook

Slide 79

- Activity: Low Risk Situations – role play
- Handout: Role Plays: Low Risk Situations

Slide 80

- Ask: Let's practice that one... Take a moment and write out how you would approach this particular part of the conversation.

Slide 84

- Role play video to play for participants: <https://youtu.be/YJGD4VTWTIs>
- Ask: Any thoughts, questions, etc. before we move on to practicing this on our own?

Slide 85

- Activity: Role Play Scenarios
- Handout: Role Plays: Adults Crossing Boundaries
- Handout: Sample Scripts for Role Plays

Slide 87

- Handout: Resources for Support, Information and Guidance

Slide 88

- Handout post-survey

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 a 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
jcoleman@stopitnow.org
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 the 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>