



MEMORANDUM

TO: Clergy, Parish Personnel
FROM: Cathy Shannon, Director of Child Protection/Victim Assistance
REGARDING: Information for Distance Learning for Parish Programs and Parent Lead Lessons
DATE: October 5, 2020

Attached you will find guidelines for using distance learning for minors in parish programs. Even if you have begun using Zoom or another social media platform for religious education, sacramental preparation, or youth ministry, please become familiar with these guidelines.

Some locations are also having parents teach the child protection lessons at home during Covid-19 restrictions. As you know we are required to report training of minors on our annual audit for child protection. The only way that we can include lessons taught at home is to have a signed form from parents verifying they did do the training and the date of the training. Attached is the Parent Information and Acknowledgement Form in English and Spanish for Call to Protect for Young Children Program for Grades K-5. *(A fillable copy of this pdf form will be in the Administrator/Trainer Portal on the Child Protection webpage shortly.)*

I am suggesting a few steps to sending the materials home to parents:

1. Make a copy of the lesson plan and handouts for the parents
2. Attach a copy of the Parent Information and Acknowledgement Form.
3. You might want to create your own cover letter as well. Consider asking families to complete the training by an assigned date.
4. Collect and keep the signed forms on file under the program year.
5. Armatus administrators will put the number of children in Armatus Audit Statistics that corresponds to the number of children represented on the returned forms.

These documents are also available on the child protection webpage.

For Grades 6-12: Lesson plans and similar form will be available on the Virtus Educator site. We will be covering how to access this material in the upcoming Zoom meetings about the Virtus Lessons for middle school and high school students. Please see a separate article in this mailing about Virtus for dates and times of these Zoom meetings. We have also added this information on the Child and Youth Protection Office webpage.

If you have any questions or need assistance, please contact Paty or me by email.