

Community Safety Investment Project

“Safety Includes Me”



Training Manual

Produced By:



**Adult Protective Service Worker Program
&
Supported Independent Living Program**

Funded By:



Copyright Community Living Toronto, 2016

Table of Contents

Acknowledgements	3
About the Training Manual	4
Use of Manual	5
Eight Week Outline	6
Week One	7
Week Two / Three	9
Week Four	10
Week Five	11
Week Six	12
Week Seven	13
Week Eight	14
Pre/Post Tests	15
Resources	24
References	41

Acknowledgements

This train-the-trainer manual, corresponding workshop outlines and assessment tools were written and developed by Karen Pollack in cooperation with the Project Coordinator James Holzbauer.

We thank all those that lent their time, expertise and knowledge to make this project a success. The following is a list of those who contributed:

Jessica Field, Safety Includes Me Facilitator

Daria Muscio, Safety Includes Me Facilitator

Danielle Pittman, Safety Includes Me Facilitator

Jackie Richie, Safety Includes Me Facilitator

James Holzbauer, Safety Includes Me Project Coordinator, Assessment and Referrals Coordinator for Adult Protective Services at Community Living Toronto

Lorry Cumming, APSW Service Development Manager, Community Living Toronto

APSW Staff, Community Living Toronto

Jason Maher, Connect*ABILITY.ca*



We would also like to thank the Canadian Women's Foundation for funding this project.

About the “Safety Includes Me” Training Manual

A frequent issue among female applicants being referred to the Adult Protective Service Worker Assessment Coordinator is that of being the victim of violence, abuse and exploitation. The individual is being abused or assaulted by their spouse or partner, verbally, physically, or sexually. Another prevailing occurrence is persons in their home or community around them subjecting them to financial or other kinds of abuse or exploitation. The frequency of abuse reported by applicants referred to the APSW program further substantiates this is a critical issue in the Developmental Services Sector that must be addressed.

A growing and often unreported tragic reality is that women with intellectual disabilities are more frequently victims of crime and exploitation than their non-disabled peers. Women who have an intellectual disability are subject to a double discrimination, sexism and ableism. They are frequently and easily identified as vulnerable persons by those who would abuse and exploit them. They have higher rates of all forms of victimization than the general public.

Drawing from our experience working with people who have an intellectual disability as well as literary resources and research, we concluded that violence against women with disabilities is a critical issue which requires unique planning and training in order to offer protection and a safe environment for these women.

This train-the-trainer course was developed so that women with an intellectual disability who have experienced violence could take a more active role in providing information and training to service providers and fellow peers.

Use of Manual

This manual was designed for the use of anyone working with people living with the label of intellectual disability. This includes: social workers, support workers, counsellors, educators, advocates, or peer facilitators. This manual can be adapted to suit the needs of each group, as they may vary.

About the Course

The eight week workshop “Safety Includes Me” is a workshop that caters to women living with an intellectual disability who have experienced violence and would like to be involved in violence prevention and education work. The content of the program was developed with the input of women living with intellectual disabilities. The program includes workshop outlines, pre- assessment survey sample, Risk Assessment checklist template, Safety Plan template, knowledge quiz sample, and Safety Tip Sheets. Another integral aspect of the course is the Community Safety Assessments that takes place following each session. Both the Risk Assessment and the Safety Plan, included in the appendix, are used as tools to facilitate discussion of personal risk to safety, then conduct on site assessments and plan practical safety measures to offset identified risks with the input of the participant.

Community Safety Investment Project- “Safety Includes Me”

Eight-Week Outline

- Week #1- Introduction:**
- Nature of the workshop discussion, pre-assessment Survey, discussion of possible topics/guest speakers, codes of conduct, banking, internet and safety issues.
- Week #2- Safe Relationships: Part 1**
- Different forms of abuse identify and discuss. Violence in Relationships: What does it look like? What does a healthy relationship look like?
- Week #3- Safe Relationships: Part 2**
- How can a woman establish safety in a relationship? Setting boundaries, build a trust wall. Post assessment survey
- Week #4- Identifying Safety Issues and Setting Boundaries**
- Role-play various safety scenarios. How to set boundaries and say “NO”. Post assessment survey.
- Week #5- Protecting Yourself- Safe Sex**
- Sexual Safety – Identify healthy sexual relationships. What feels right for you? Post assessment survey.
- Week #6- Know Your Rights**
- Discuss legal rights and introduce individuals to existing legal supports. Support individuals with current legal issues or concerns.
- Week #7- Self-Defense**
- Self- Empowerment - Protecting yourself from violence and harm using Wen-do self-defense techniques.
- Week#8- Self Care & Closure**
- What aspects of self-care are already a part of our daily practice? What can we add to our current self-care practice? Community Safety Assessments.

SAFETY INCLUDES ME

WEEK ONE: INTRODUCTION

- **Introduction and Welcome**

- Speak about program, introduce myself
- Washroom locations
- Coffee Juice (help yourself)
- Lunch (time and place)
- Attendance
- Publicity and Release forms, handed out and signed by each participant

- **Warm-up Activity:**

- M&M's: Each group member takes a handful of M&M's and is asked not to eat them yet. For each M&M you have, you are asked to share something about yourself. You may pass if you wish. Ex: My name is Daria, I have worked at Community Living for 3 years, I have 4 brothers, I love to travel, I like to Dance...

- **Codes of Conduct:**

- As a group, develop a list of rules that would make the space safe. Facilitator will write the list on chart paper so that everyone can see them. Ask each member to sign the sheet. This list will be posted during each session for review and reminder

- **Pre-Assessment survey**

- Facilitator will hand out the pre- assessment survey to each member and read each question aloud. Support staff will assist in making sure every participant understands the questions and answers to the best of their ability. Collect all Surveys.

- **Lunch**

- **Banking, Internet, and Street Safety**

- Facilitator hands out banking, internet and street safety tip sheets.
- Volunteers may read aloud to the group. Discussions and questions will follow
- Facebook, Instagram and social media Safety settings: Facilitator will show participants how to properly

Safety Includes Me –Training Manual

install privacy settings on their social media accounts. As a group we will discuss why this is important for our safety.

-Jeopardy Game: Group will be divided into 3 teams. Topics to choose from will be the 3 topics we just discussed Banking, Internet, and Street Safety. There will be about 5 or 6 questions under each category with different point values (just like jeopardy). Team members are encouraged to discuss the questions and answer together. The team who answers the most questions correctly wins a prize.

- **Feeling Wheel**

-Hand out feeling wheel to each member. Does anyone wish to share their current feelings?

- **Post-assessment survey**

SAFETY INCLUDES ME

WEEK TWO/ THREE: SAFE RELATIONSHIPS

- **Housekeeping**

- Attendance
- Coffee/ juice
- Review group rules
- Guest Speaker- Vania Sukola, Family Services

- **Warm-up Activity:**

- “Dinner Party”

If you were hosting a dinner party at your home and could invite 3 people, dead or alive, who would they be and why? (This warm up allows us to learn more about our members). Everyone has the right to pass if they choose not to participate

- **Abuse:**

- Interactive group discussion of abuse: different forms and definitions
- provide group with a few different scenarios and ask members to place in the correct category; physical, emotional, sexual, financial etc.

- **Private Councilor Guest speaker**

- **Lunch**

- **“Safety Net Activity”**

- Small group discussion of what safety looks like to them, can be words or pictures
- Attach thoughts and ideas to netting with safety pins
- Each group will present their creations to the big group (Can also be done as a larger group)

- **Safe Relationships:** Group discussion and art activity on what a safe relationship looks like
- **Post assessment survey**
- **Feeling wheel:** Would anyone like to share?

SAFETY INCLUDES ME

WEEK FOUR: IDENTIFYING SAFETY ISSUES AND SETTING BOUNDARIES

- **House keeping**

- Attendance
- review group rules
- unfinished business (Check in to see how group is feeling)
- Guest Speaker (Sue Hutton)

- **Warm-up Activity: “Pass the Face”**

-This game is just like the game “broken telephone” but instead of passing a word or phrase around you pass the facial expression. Get the group in a circle. Have everyone close their eyes except the person who wants to pass the “face”. The passer will tap the shoulder of the person next to her, that person will open their eyes to receive the face. She will then tap the shoulder of the person next to her and pass the face along. Once you have passed the face you can keep your eyes open to watch it move around the group. At the end, the original passer receives the face from the last person in the group and then shows what the original face was. This game ALWAYS gets people laughing!

- **Safety Scenarios** -Role play safety scenarios and Discussion (From Safety Includes me Booklet)

- **Lunch**

- **Setting Boundaries and Saying “NO”**

- Small groups will work together on answering a variety of questions on chart paper and then present their charts to the large group.
- Group members will practice saying “NO” in role-play scenarios
- Group will discuss bullying and practice conflict resolutions skills.
- Members will be asked to share an “I Feel” Statement

- **Post Assessment Survey**

- **Feeling Wheel:** Would anyone like to share?

SAFETY INCLUDES ME

WEEK FIVE: PROTECTING YOURSELF-SAFE SEX

- **House keeping**

- Attendance
- Coffee Juice
- Guest speaker (sexual health nurse)
- Review Group Rules

- **Warm up Activity**

-**“Two Truths One Lie”**-Each member shares 3 things about themselves to the group. 2 of the things are true and one is a lie. It’s up to the larger group to determine which is a lie

- **Group feedback session**

What do you like?

What do you dislike?

What would you change or do differently?

What would you like to see that you haven’t seen?

- **Public Health Nurse- Safe Sex**

-Presentation on safe sex. Usually about 1.5 hours with group question and answer period

- **Lunch**

- **FASD**

-What is it?

-Short video on FASD

-Tips and tricks for living with FASD

-Group Discussion

- **Install “period App” onto phones for women who want it**

- **Post assessment survey**

- **Feeling wheel-** Would anyone like to share?

SAFETY INCLUDES ME

WEEK SIX: KNOW YOUR RIGHTS

- **House keeping**

- Attendance
- Coffee juice
- Review group rules
- Guest Speaker: Sue Hutton
- Next week self defence- remind group to wear comfortable clothing

- **Warm Up Activity**

-“**Rain storm**” In order to work effectively; this activity requires participation and focus from each member. Facilitator will instruct various movements from the large circle in order to make the room sound like a thunderstorm. (Clapping hands, stomping feet, snapping, etc.)

- **Guest Speaker: Sue Hutton**

- **Lunch**

- **Remind group to wear comfortable clothing next week**

- **Post assessment survey**

- **Feeling wheel-** Would anyone like to share?

SAFETY INCLUDES ME

WEEK SEVEN: SELF DEFENCE

- **House Keeping**
 - Attendance
 - Coffee juice
 - Review group rules
 - Guest Speaker and self defence instructor: Joy Levy
- Share poem “I Fight Like a Girl”
- **Wendo- Self Defence**
- **Lunch**
- **Guided meditation – “Self esteem relaxation”**
- **Circle of Kindness:** Each member of the group is requested to say something nice about the person sitting to their right. Point out their strengths and inner beauty
- **Post assessment survey**
- **Feeling wheel**





SAFETY INCLUDES ME

WEEK EIGHT: SELF CARE & CLOSURE





- **House keeping**
 - Attendance
 - Coffee/ Juice
 - Review group rules
- **Self-Care Time:** The room will be divided up into three or four stations. Each woman will have a chance to visit each station for some “self Care”. Manicure, Photo frame decorating, painting. Each member will receive a picture of the group that can be placed in their frame and signed by group members
- **LUNCH**
- **Closure Circle: Beaded necklace:** Each member will get to take a bead off of a necklace that represents our group- taking home a piece of the group with them.

Safety Includes Me Pre-test

We are asking you 21 questions about YOUR SAFETY.
It could be at home, in your community, and even when you bank.
There are no right or wrong answers.
Mark an 'X' in the box of the answer that is best for you.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all 
1	I know how to travel safely at night.				
2	I should share my bank pin number with a friend in case I forget it.				
3	I know what to do if a man asks to go home with me when I am by myself.				
4	I know what an abusive relationship is.				
5	When I have a partner, they control my money.				
6	If my partner wants to have a baby and I don't, I have to because we are in a relationship together.				
7	If a stranger wants to walk home with me I say yes.				
8	I share my phone number so that anyone may reach me.				
9	<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> When going on a first date, it's important to meet at my date's home so we can have privacy.		<input type="checkbox"/>		

Safety Includes Me –Training Manual

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all 
10	If someone wants me to have sex in a way that is uncomfortable for me, I still have to do it.				
11	If I become pregnant, I know what my options are.				
12	I feel comfortable telling someone they have to wear a condom.				
13	If I don't want to have sex with someone, I feel comfortable saying no.				
14	When I'm sick, it's more important to stay home than it is to go out and see my friends.				
15	I can calm myself down when I'm upset.				
16	I know the foods and drinks that can change the way I feel and put me in a bad mood.				
17	I feel comfortable to defend myself if I'm in danger.				
18	I feel comfortable calling the police when I need help.				
19	If a woman wears a short skirt she is in more danger.				
20	There are laws to protect me because I have a disability.				
21	I make my own decisions about my health care.				
22	If I have a baby, Children's Aid will look after it. I can't do it because I have a disability.				







ID: _____

Safety Includes Me! Questionnaire

We are asking you questions about YOUR SAFETY.
It could be at home, in your community, and even when you bank.
There are no right or wrong answers.
Mark an 'X' in the box of the answer that is best for you.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all
1a	I know how to travel safely at night				
1b	I should share my bank pin number with a friend in case I forget it				
1c	I know what to do if a man asks to go home with you when I am by myself				

We are asking you questions about YOUR SAFETY.
 It could be at home, in your community, and even when you bank.
 There are no right or wrong answers.
 Mark an 'X' in the box of the answer that is best for you.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all 
2a	I know what an abusive relationship is.				
2b	When I have a partner, they control my money.				
2c	If my partner wants to have a baby and I don't, I have to because we are in a relationship together.				







ID: _____

Safety Includes Me! Questionnaire

We are asking you questions about YOUR SAFETY.
It could be at home, in your community, and even when you bank.
There are no right or wrong answers.
Mark an 'X' in the box of the answer that is best for you.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all
3a	If a stranger wants to walk home with me I say yes.				
3b	I share my phone number so that anyone may reach me.				
3c	If someone wants me to have sex in a way that is uncomfortable for me, I still have to do it.				
3d	When going on a first date, it's important to meet at my date's home so we can have privacy.				

We are asking you questions about YOUR SAFETY.
 It could be at home, in your community, and even when you bank.
 There are no right or wrong answers.
 Mark an 'X' in the box of the answer that is best for you.





		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all 
4a	If I become pregnant, I know what my options are.				
4b	I feel comfortable telling someone they have to wear a condom.				
4c	If I don't want to have sex with someone, I feel comfortable saying no.				



ID: _____

Safety Includes Me! Questionnaire

We are asking you questions about YOUR SAFETY.
It could be at home, in your community, and even when you bank.
There are no right or wrong answers.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all 
5a	When I'm sick, it's more important to stay home than it is to go out and see my friends.				
5b	I can calm myself down when I'm upset.				
5c	I know the foods and drinks that can change the way I feel and put me in a bad mood.				





Mark an 'X' in the box of the answer that is best for you.



ID: _____

Safety Includes Me! Questionnaire

We are asking you questions about YOUR SAFETY.
It could be at home, in your community, and even when you bank.
There are no right or wrong answers.
Mark an 'X' in the box of the answer that is best for you.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all 
6a	I feel comfortable to defend myself if I'm in danger.				
6b	I feel comfortable calling the police when my partner hurts me.				

6c	If a woman wears a short skirt she is in more danger.				
----	---	--	--	--	--



ID: _____

Safety Includes Me! Questionnaire

We are asking you questions about YOUR SAFETY.
It could be at home, in your community, and even when you bank.
There are no right or wrong answers.
Mark an 'X' in the box of the answer that is best for you.

		YES absolutely 	YES, I think so 	NO, not really 	NO, not at all
7a	There are laws to protect me because I have a disability.				
7b	I have the right to make my own decisions about my health care.				
7c					

Safety Includes Me –Training Manual

	If I have a baby, Children's Aid will look after it. I can't do it because I have a disability.				
--	---	--	--	--	--

Self Care Exercises:

- Pass the face

-Who Group members will play the game *"Who/What am I"*- Coach explains to the group that he/she will come around to each group member and tape a picture on their back. The picture may be anything from something you eat, someone famous, or something you use. It could be an animal, a place or a person. (example pictures: bowl of fruit, puppy dog, toothbrush etc....) There will be doubles of each picture, meaning that two group members will have the exact same picture on their back. None of the group members will know what picture has been taped on their back but the point of the exercise is to find out who/what you are. Once every member has a picture they will be invited to stand up and walk around the room asking other group members questions in hopes to not only find out who/what they are, but to find their partner (person with the same picture). In order to figure out who/what you are, members must ask only one question to each person in the room- question must be able to be answered with a yes or no. (example questions: can you eat me? Am I a common household pet? Am I something people use in the morning?) This gets group members interacting and disclosing with one another. Once members think they discovered who/what they are and have found their partner, they are invited to sit down next to their partner.

Now that participants are sitting next to their partner they are invited to answer a few questions that are written on the back of their picture. (Example questions: what are 3 things you like, 3 things you dislike? What are some places you would like to travel? Tell your partner about a time you felt happiest) Partners answer these questions for 7-10 minutes and are then invited to introduce their partner to the group and share the answers to their questions.

-With your partner read over a scenario: talk about it with your partner

-Take up questions/ scenarios as a group:

-Facilitator talks about 4 square breathing and healthy foods and drinks to help our mood and calm us down

-Lunch

-TRUST WALL: As a group everyone shares thoughts and feelings about what a healthy and safe relationship

“trusting relationship” is and we build a wall.

-Hand outline: On a piece of paper participants outline their hand. In each finger write the name of someone you trust.

ABUSE DEFINITIONS



Types of Abuse and definitions:

Physical Abuse: Includes violence or rough treatment, even if it does not leave injury, hitting, punching kicking, pushing, burning, biting, restraining, assault with a weapon, withholding proper medical care, and/or murder.

Psychological/Emotional Abuse: Any act that provokes fear, or makes a woman feel bad about herself including criticism, yelling, ignoring, treating woman like a child, making a woman feel unimportant, making a woman feel less than human, threatening to commit suicide, murder, kidnapping of children, harming friends or pets, controlling a woman's daily activities, keeping a woman away from friends and family, acting as if the woman belongs to them.

Sexual Abuse: Any sexual contact without consent includes forced sexual activity, unwanted touching, leering or exposure to pornography, and unwelcomed sexual comments or jokes.

Verbal Abuse: Unwelcome comments that hurt a woman's confidence in herself, and her feelings.

Financial Abuse: Taking a woman's money, not allowing her to have access to money, making all the financial decisions for the woman, not giving money for food, clothing, and not allowing woman to

work.

Spiritual Abuse: Putting down another person's spiritual beliefs, not allowing them to practice or forcing them to follow different belief system.

Neglect: Ignoring or not caring for another person's physical, emotional, financial, and spiritual needs.

Safety Role Play Scenarios

#1 - You are out after dark and you're making your way home on the bus.

Someone on the bus appears to be watching you and when you are making your way to come off the bus at your stop, you notice he is doing the same.

#2 - You answer your phone and the person on the other line says that they are an old friend of yours and you may not remember them because it has been a long time. They tell you that they have pictures of the two of you together, and wants to send them to you, but they will need your address.

#3 - You receive a letter in the mail saying that you won some money by having your name entered in a draw when you bought something at a local store. With the letter they have sent a form for you to fill out so that they can directly deposit the money into your account. All you need to do is fill in your name, Social Insurance number, name of bank, account number and sign at the bottom to show that the information you have given is true.

#4 - You're at home and you hear a knock at the door. When you check through your peep hole you see a man in a maintenance workers uniform who says that he is there to check the heating system in the apartment. He tells you that he and his crew have been called in to do a check of all of the apartments in the building because there is a problem with the system.

#5 - You are visiting your doctor's office because you have noticed that you have been feeling pain for a long period of time in your leg. You have complained about your leg to your doctor on other visits, but the doctor has told you just to take pain medication when you are feeling pain. You feel as if your doctor doesn't take you seriously.

Safety Role Play Scenarios – Continued...

#6 - Your partner wants to have sex, but says he doesn't want to use a condom because he hates wearing them, but you are afraid of becoming pregnant.

#7 - Your partner wants to have sex with you at your friend's house. You believe that sex should be something you do in the privacy of your own home, and you feel uncomfortable doing this, but he is insisting.

#8 - Your partner tells you that he loves you very much, but sometimes he gets very angry and lashes out at you. He has hit you across the face one time when he was angry. But he said he was sorry, and he told you how much he loves you. He promised not to do it again. You are afraid of doing anything that may upset him, and you want to do everything you can to please him.

#9 - You receive an email saying that you have won a prize and you are given an address, date, and time to come and pick the prize up.

#10 - You have met someone on the internet and have been chatting to each other for 2 months now. You are planning to meet, but he says he has family staying at his house and it is not convenient to meet there. He offers to come to your place.

I Fight Like A Girl

I fight like a girl who refuses to be a victim.

I fight like a girl who is tired of being
IGNORED and HUMORED and BEATEN and RAPED.

I fight like a girl who's sick
of not being taken seriously.

I fight like a girl who's been pushed too far.

I fight like a girl who OFFERS and
DEMANDS RESPECT.

I fight like a girl who has a lifetime of
ANGER and STRENGTH and PRIDE
pent up in her girly body.

I fight like a girl who doesn't believe in
FEAR and SUBMISSION.

I fight like a girl who knows that
THIS BODY and THIS MIND are mine.

I fight like a girl who knows that

YOU ONLY HAVE AS MUCH POWER
AS I GRANT YOU.

I fight like a girl who will never allow you
to take more than I offer.

I fight like a girl who FIGHTS BACK.

So next time you think you can distract
yourself
from your insecurities by victimizing a girl,
THINK AGAIN.
She may be ME and

I FIGHT LIKE A GIRL.

-Author anonymous

Self Esteem Relaxation Exercise

Find a comfortable position sitting or lying down. Notice how you are feeling right now... physically and mentally.

Take a deep breath in through your nose, and release the breath through your mouth.

Take another breath and allow your breathing to relax you as you exhale fully.

Breathe in gently... and as you breathe out, let the air carry the tension out of your body.

Continue to breathe slowly and gently as you begin to focus on relaxing your body.

Notice where your body is tense. Focus your attention on one of these areas. As you breathe, picture that part of your body becoming slightly more relaxed than it was before. With each breath, that part of your body becomes a little more relaxed.

Imagine what the relaxation feels like..... tingly.... soft.... gentle....calm....loose....free... and let that feeling of relaxation grow.

Scan your body for any areas of tension, and for each area, let the relaxation soften the muscles as they give up their hold. Let the feeling of relaxation grow....spreading calm throughout your body.

Breathe in relaxation..... and breathe out tension..... breathe in calm.... and let all the tension go as you exhale....

Continue to breathe slowly, and gently, deepening your state of relaxation more and more with each breath. Deeper and deeper. More and more relaxed. Calm. At peace.

Now begin to create a picture in your mind. Imagine a place where you feel completely at ease. This might be a favourite place you have been, or somewhere you have seen, or it might be completely imaginary. It's up to you. Picture this place where you feel happy and calm.

Create the details about this place in your mind. Visualize the sights.... sounds.... and smells... of your place. Imagine how you feel physically. You are comfortable, enjoying the pleasant temperature..... enjoying being still and relaxing or doing whatever enjoyable activities you participate in here.....

Enjoy the way you feel in this safe place.

You feel calm and safe here. At peace with yourself.

Remain in your peaceful place while you meditate calmly and build your self-esteem.

Imagine that all of the following affirmations are true for you, right now in this moment, and enjoy the self-esteem relaxation you experience. Repeat each affirmation in your mind, or out loud, with conviction. Use your imagination to fully believe each self-esteem relaxation affirmation.

Self Esteem Relaxation Exercise – Continued...

The self-esteem relaxation affirmations begin now.

I am at peace with myself.

I appreciate who I am.

I value myself as a person.

All people have value, and I am a valuable human being.

I deserve to relax.

I deserve to be happy.

I embrace my happy feelings, and enjoy being content.

I imagine and believe that all of these affirmations are true for me, right now in this moment, and enjoy the self-esteem relaxation I am experiencing.

When my mood is low, I accept my emotions and recognize that the low mood will pass, and I will be happy again. I look forward to the good times. My future is bright and positive.

I look forward to the future, and I enjoy the present.

I look fondly upon many memories from my past.

I forgive myself for my mistakes. All people make mistakes. I used to feel regret about some of my mistakes because I am a good person and want to do the best that I can, and now, I am still a good person and I release the feelings of regret because I have learned and moved on. I forgive myself for errors I have made, because I have felt bad about them long enough. I have suffered enough, and now it is time to be free. By freeing myself from past mistakes, I can move on and do good things. I forgive myself.

I imagine and believe that all of these affirmations are true for me, right now in this moment, and enjoy the self-esteem relaxation I am experiencing.

I feel good about who I am today.

I accept the person that I am. I accept my flaws, and accept my strengths.

I view my shortcomings as strengths not yet developed, rather than as weaknesses.

I eagerly develop new strengths.

Self Esteem Relaxation Exercise – Continued...

I imagine and believe that all of these affirmations are true for me, right now in this moment, and enjoy the self-esteem relaxation I am experiencing.

I approach challenges with strength.

I do the best that I can at the time. I give 100% effort when I am able and when I choose to put full effort toward the things that are important. I accept my imperfections and the imperfections in what I do. My efforts are good enough, and they're okay.

I do not have to be perfect to be okay as a person.

I am a human being with flaws. I enjoy being who I am, and love myself as I am.

I nurture the child within me.

I feel secure in who I am, and do not need to compare myself to others.

All of the strengths I have ever had are present in me today. I still have the same positive character, even if not all of my strengths are shown right now. I have all of those strengths of character, and will use those strengths again.

I imagine and believe that all of these affirmations are true for me, right now in this moment, and enjoy the self-esteem relaxation I am experiencing.

I accept myself.

I care for myself.

I take time for myself, and enjoy it. I deserve time for myself, and I feel good about taking this time regularly.

I handle difficulties with grace.

I allow myself to experience and express emotions, both negative and positive.

I accept myself.

I am perfectly alright just the way I am.

I accept myself.

I am a valuable human being.

I accept myself.

I feel confident.

Self Esteem Relaxation Exercise – Continued...

I accept myself.

I feel secure.

I accept myself.

I accept myself.

Think again about your peaceful place. Picture yourself enjoying this environment. Acknowledge the feelings you are experiencing after repeating the self-esteem relaxation affirmations. Accept any positive or negative feelings you are having. Allow yourself to feel calm and at peace.

Now it is time to leave your special place. Know that you can return here in your imagination any time to relax, feel calm and relaxed, and feel comfortable and safe. Take with you the feelings of acceptance of yourself, and belief in the self-esteem relaxation affirmations. Continue to feel positive and accepting of yourself. Hold onto this secure feeling of self-esteem as you return to your day.

In a moment I will count to 3. If you choose to sleep, you can drift into a relaxing and pleasant sleep on the count of 3. If you wish to become fully awake, you can increase your alertness and become energized and fully alert on the count of 3.

One... take a deep, cleansing breath in... and exhale slowly.

Two... take another deep breath.... and exhale...

Three.... you are feeling calm, confident, and refreshed.

GUIDED IMAGERY EXERCISE - THE BUTTERFLY

Imagine a caterpillar. You can watch it crawling about on the tree where it lives. Attaching itself to a branch of the tree, the caterpillar starts to form its cocoon. Gradually it surrounds itself with golden, silken threads until it is totally hidden. Observe the cocoon for a few moments

Now be inside the cocoon...Surrounded by the softness of silk...you rest in the warmth of the golden darkness... You are only dimly aware, so you do not know exactly what is happening to you, but you sense that in this apparent stillness a hidden, transforming intelligence is at work...

At last the cocoon breaks open, and a ray of light penetrates through a chink... As the light touches you, you feel a sudden surge of vitality and realize that you can shed the cocoon.

As you feel the cocoon falling away, you discover that with it you have shed the defenses and supports of your safety and your past... You are now freer than you ever dreamed you could be; you are a beautiful, multicolored butterfly... You soon realize that your boundaries have extended infinitely... you can fly... You find yourself dwelling in a totally new realm of colors, of sounds, of open space... You experience yourself flying...being supported by the air, being gently borne up by the breeze, gliding down, flying up again...

Below, you see an immense meadow full of flowers of every kind and color...You settle on one...then on another...then on another still, so gently that the petals are not even disturbed. You experience each flower as a different being with its own color and perfume...its own particular life and quality. Take your time in experiencing the many aspects of your expansion, your freedom, and your lightness.

Guided Imagery Exercise: The Beach

By: Prentiss Price, Ph.D.

Georgia Southern University Counselling and Career Development Center

For a few moments allow yourself to take several nice, long, deep breaths. Notice the cool air coming in, filling your lungs, and the soothing warm air going out. Just let all your thoughts float away as you bring your attention to your breathing... in and out. You might mentally scan your body and notice if you're holding any tension in your muscles. If you are, just gently let all that tension melt away with every out breath. Bring your attention to your breathing, in and out... in and out... let yourself feel more and more comfortable sitting where you are.

In your mind's eye you see yourself descending down a long, narrow, wooden stairway towards a beautiful, inviting beach. Your bare feet feel the rough weathered steps, and with each step, you feel more and more tension gently melting away from your body. As you continue down the stairway, you notice how the bright white sand stretches down the shoreline as far as you can see. The ocean is a deep shade of blue with the fine white crests of the waves sweeping towards the shore. You reach the end of the stairway and step down, sinking into the warm soothing sand. As you rub the sand lightly between your toes, a soothing sensation of relaxation gently melts through your entire body. The roaring sounds of the sea's surf, the waves crashing over each other, calms your mind and allows you to feel even more relaxed.

You begin walking slowly towards the edge of the water and notice the warm sun on your face and shoulders. The salty smell of the sea air invigorates you, and you take in a deep breath... breathe slowly out... and feel more relaxed and refreshed. Finally, you reach the water's edge and you gladly invite the waves to flow over your toes and ankles. You watch the waves glide smoothly towards you, gently sweeping around your feet, and the trails of sea water that flow slowly back out again. The cool water feels soft and comforting as you enjoy a few moments allowing yourself to gaze out on the far reaching horizon. Overhead, you notice two seagulls gracefully soaring high above the ocean waters, and you can hear their soft cries becoming faint as they glide away. And all of these sights, sounds, and sensations allow you to let go and relax more and more.

After a moment you begin strolling down the beach at the water's edge. You feel a cool gentle breeze pressing lightly against your back, and with every step you feel yourself relaxing more and more. As you walk down the beach you notice the details of sights and sounds around you, and soothing sensations of the sun, the breeze, and the sand below your feet.

As you continue your leisurely walk down the beach, you notice a colourful beach chair resting in a nice peaceful spot where the powdery soft sand lies undisturbed. You approach this comfortable looking beach chair, then you sit down, lie back, and settle in. You take in a long deep breath, breathe slowly out, and feel even more relaxed and comfortable resting in your chair. For a few moments more, let yourself enjoy the sights and sounds of this beautiful day on the beach. And, when you feel ready, you can gently bring your attention back to the room... still letting yourself feel nice and comfortable sitting where you are.

Copyright 2003, Prentiss Price, Ph.D.

GUIDED IMAGERY EXERCISE: THE SUN

Visualize yourself on the beach at dawn... the sea is almost motionless as the last bright stars fade away... feel the freshness and the purity of the air...watch the water...the stars...the dark sky... take some time to experience the silence before sunrise, the stillness filled with all possibilities... slowly, the darkness melts and the colors change...the sky over the horizon becomes red...the golden... Then the sun's first rays reach you...and you watch it slowly emerging from the water....

With half the sun's disk visible and the rest still below the horizon...you see that its reflection in the water is creating a path of golden shimmering light leading from you all the way to its very heart...

The temperature of the water is pleasant...and you decide to go in... slowly...with joy...you start to swim in the golden radiance...you feel the light-filled water touching your body...you experience yourself floating effortlessly and moving pleasurably in the sea...

The more you swim toward the sun, the less aware you are of the water, and the more the light around you increases...you feel enveloped in a beneficent, golden light which permeates you completely... your body is bathing now in the vitality of the sun...your feelings are pervaded by its warmth...your mind is illuminated by its light.

WARM-UP ACTIVITIES

Deep Breathing Exercise

Find a nice comfortable position to sit or stand. Keep your back straight and breathe out deeply through your mouth. Try to breathe out as much air from your lungs as possible. Then, take in a deep breath through your nostrils. As you take in the air, allow your stomach to expand. Once your lungs are filled up, slowly breathe out through your mouth. Do this exercise five or six times.

Pass the Face

Submitted by Amy Davis of National Ability Center on August 30, 2004 at 16:50:48

Size: 5-15

Objective: get the group relaxed and allow them to feel ""silly"" with each other

Description: This game is just like the game ""telephone"" but instead of passing a word or phrase around you pass a facial expression. Get the group in a circle. Have everyone close their eyes except the person who wants to pass the ""face"". The passer will tap the shoulder of the person next to her, that person will open his eyes to receive the face. He will then tap the shoulder of the person next to him and pass the face along. Once you have passed the face you may keep your eyes open to watch it move around the group. At the end, the original passer receives the face from the last person in the group and then shows what the original face was! This game ALWAYS gets people laughing!

Circle Massage

Size of group: 6 to ? (if group size is smaller stand in single file)

FOCUS: relaxation, touch, trust

Description: Have the group form a circle and face one direction. Instruct each person to place their hands on the shoulders of the person in front of them. Each person then gives the person in front of them a shoulder massage. Feedback to the massage giver (such as "that's perfect") is encouraged. After a few minutes, the group does an about-face so that they are now massaging the shoulders of the person who just gave them a massage.

This can be a lead up activity to discussions on relaxation, touch, and/or trust. This can also be an end-of-group activity.



TIP SHEET

Banking Safety Tips



- 1) Never lend your card to anyone. It is the key to your bank account and is for your use only.
- 2) Protect your Personal Identification Number (PIN). Memorize that number instead of writing it down for safe keeping. Don't choose an easy PIN to guess, like 111 or 222 or something like your birthday that other people could easily guess.
- 3) Never give your PIN to anyone. NOTE: No one from your bank will ever ask you for your PIN.
- 4) Have your card ready when going to the automatic teller so that you can get your money quickly and safely.
- 5) Be aware of anyone hanging around the area of your automatic teller. If you are suspicious of anyone or anything then leave right away and contact the police.
- 6) When using the bank machine, use your hand or body to prevent others from seeing what you are doing with the buttons.
- 7) Remember to get back your card, your cash, and your transaction record after you have finished using the machine.
- 8) After you have your cash, do not count it at the machine. Place it in your purse or wallet and count it later, privately.
- 9) Report any lost or stolen cards to your bank and police right away.
- 10) Never give your card information to anyone on the phone unless it is a company that you have contacted first.
- 11) Never lend your credit/debit card to anyone.
- 12) Sign new credit/debit cards as soon as you get them and destroy the expired ones.

Created with the support of the City of Toronto

ConnectABILITY.ca

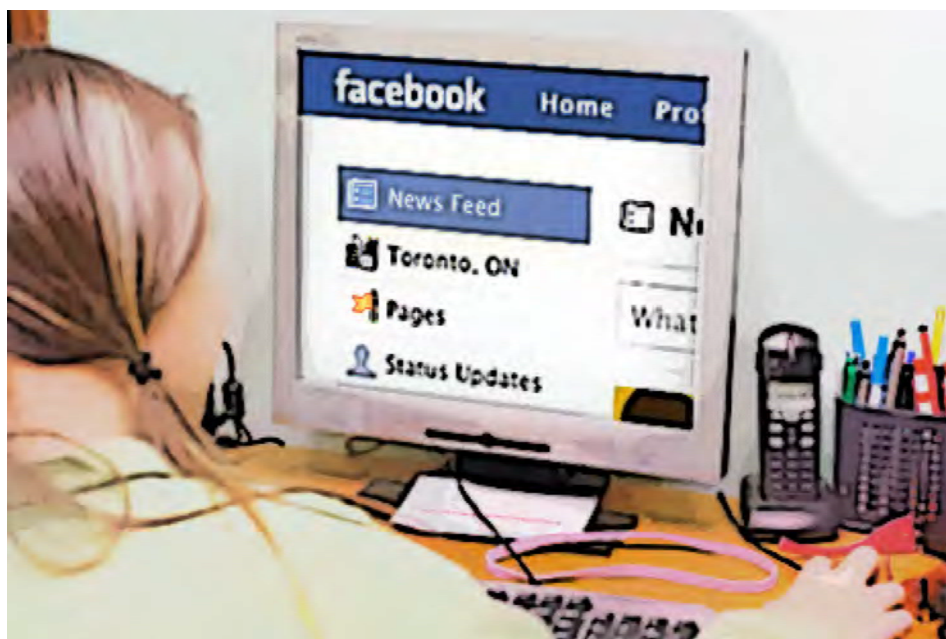
Page 1 of 1

This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>

ConnectABILITY.ca

TIP SHEET

Internet Safety Tips



- 1) **NEVER** give out any personal information such as your address, telephone number, or the name and location of your workplace
- 2) **NEVER** agree to get together with someone you 'meet' online without taking a trusted friend or family member with you to meet in a public place
- 3) **ALWAYS** agree to meet in a public place
- 4) **NEVER** send anyone your picture - Don't accept any pictures either
- 5) **NEVER** respond to any messages that make you feel uncomfortable
- 6) **ALWAYS** remember the people you meet online are still strangers. The people you are talking to may not be who they say they are
- 7) **NEVER** send an insulting or rude message to anyone online.
- 8) Use a fake name, code name or a nick name
- 9) Report any harassment or nasty messages to your online service and to the Police
- 10) Set your browser to say NO to 'cookies'

Created with the support of the City of Toronto

ConnectABILITY.ca

Page 1 of 1

This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>

ConnectABILITY.ca

TIP SHEET

Street Safety Tips



- 1) When leaving home, make sure that all doors and windows are locked - including the garage door.
- 2) Watch out for people who are just hanging around and seem to be doing nothing, and do not carry large sums of money.
- 3) If possible, travel with another person that you know well. This is especially true after dark.
- 4) When carrying a purse or wallets, only place two or three five dollar bills inside. Credit cards, money, driver's license, and keys should be carried in a coat pocket or hidden inside zipped pocket.
- 5) At night, travel on well-lighted and busy streets. Avoid unlighted areas. Walk in the middle of the sidewalk and never in deserted areas.
- 6) Walk on the side of the street where you would face oncoming traffic. If someone in car stops, walk or run in the opposite direction.
- 7) Be careful of people who approach asking for directions or the time of day; keep a polite but safe distance. Do not let others use your cell phone, especially strangers even if they say it is an emergency. If there is an emergency you call 911 on your phone.

Street Safety Tips, continued

- 8) If you feel someone is following you, go to the nearest house or building with people inside and ask for help.
- 9) If you feel that you are in danger, cry out for help by yelling "FIRE! FIRE!" instead of "HELP"! This will grab the attention of others really fast!
- 10) When returning home, after dark, unlock your door and get in quickly. If you think someone has broken in don't go in leave and call the police.

Tips for Avoiding Being the Victim of a Street Crime

What criminals don't want in a victim:

- 1) **AWARENESS:** Know where you are, where you're going and what is happening around you. This includes people, events taking place around you.
- 2) **RIGHT PLACE AT RIGHT TIME:** Know about the safety of a neighbourhood and if you're not sure ask someone you trust before you go there. Don't walk or drive alone while in a bad neighbourhood.
- 3) **AGGRESSIVE BODY LANGUAGE:** Stand or walk confidently by keeping your head up, swing your arms and stand up straight. Always be aware of what is going on around you. Also, keep your distance when walking past strangers on the street or in dark areas.
- 4) **BE ON THE MOVE:** While in a strange neighbourhood, focus on where you are going and get there. If you are in your car, think twice before staying there with the car doors unlocked before you drive off. If you are in a parking lot that might be unsafe, get in your car, lock the doors and leave.
- 5) **HIDE VALUABLES:** When walking in a bad neighbourhood or at night, DO NOT WEAR flashy or expensive jewellery. Also, keep your purse inside your coat or tucked close to your body. Do not carry a loose bag or backpack.
- 6) **HIDE YOUR HAIR:** Criminals will use things that they can pull on you. If you're in a dangerous neighbourhood, consider putting your long hair up in a hat or tucking it inside your coat. Do not wear loose scarves, belts and backpacks or place them inside your coat.
- 7) **LOOK SCARY:** If a criminal does not see you as being difficult or threatening, you could be the next victim. This can be quickly changed if you decide to carry something large and blunt such as a large golf umbrella or walking stick.

Created with the support of the City of Toronto

ConnectABILITY.ca

TIP SHEET

Safe Relationship Tips



- 1) **Love yourself.** It is important that you are comfortable with yourself. Know your own strengths and be proud of them. If you are happy with yourself, you will be a happier partner.
- 2) **Share your feelings.** If you are upset or concerned, talk about it. Working through difficult situations builds trust and helps make relationships even stronger.
- 3) **Don't assume you know what someone else is thinking or feeling.** If you want to know what is on your partner's mind — ask. Make sure you are ready to hear the answer.
- 4) **Spend time on your own.** Sometimes people think a healthy relationship means spending all your time together. It is actually healthier for people to spend time with different people than with just one person. That way they can develop their own interests and talents and grow as individuals.
- 5) **Communicate openly and honestly about sex.** This is the only way your partner will really know what is comfortable for you and what gives you pleasure.
- 6) **Take care of your sexual health.** In a healthy relationship, both partners want to protect their sexual health. Getting checkups for STDs and practicing safer sex are important. Make an appointment with your doctor or at a Clinic to get birth control, tests and treatment for sexually transmitted infections, and information about your sexual health.

Safe Relationship Tips, continued

Sexual Safety Tips

Avoiding Abuse:

- 1) Know how your body works
- 2) Know that you have the right to say “No” to sexual touch or activity of any kind
- 3) You have the right to tell someone you trust if someone touches you without your permission
- 4) Know the difference between behaviour that is ok in private, but not in public
- 5) Know when it is ok to be touched by a stranger (e.g. doctor check-up)
- 6) Touching another person without their permission is not ok
- 7) Talk to your partner about sex and what you both like and dislike
- 8) Be clear about what sexual contact is not ok for you
- 9) Carry a whistle



Created with the support of the City of Toronto

ConnectABILITY.ca

Page 2 of 2

This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>

ConnectABILITY.ca

TIP SHEET

Risk Assessment Checklist

✓ Check the boxes that best identify current safety practice.

Home:

- ☐ I lock all doors and I close all windows when leaving or sleeping
- ☐ I have a cordless phone or cell phone
- ☐ I have a flashlight
- ☐ I have a well lit lobby or door to home
- ☐ I take the elevator instead of stairs
- ☐ I don't open the door to strangers
- ☐ I only tell trusted friends, or family when I'm not at home



Phone:

- ☐ I have a recorded message that does not include: names of people in household, phone number or address
- ☐ I don't give my name, phone number, or address to strangers on the phone
- ☐ I have caller ID
- ☐ I hang up if a caller is rude or I feel uncomfortable.



Banking:

- ☐ I have my PIN number memorized
- ☐ I do my banking on my own without strangers or new friends watching
- ☐ I ask only banking employees if I need help
- ☐ I don't share my PIN, debit cards, credit cards with anyone



Risk Assessment Checklist, continued

Internet:

- ☐ I don't think that the internet is a safe place to meet people
- ☐ I don't tell anyone on the internet my real name, address, phone numbers, email addresses, passwords, or credit card numbers
- ☐ I tell someone I trust when someone online asks for personal information
- ☐ I do not talk to anyone online that is bothering me. I block them from contacting me.
- ☐ I do not meet anyone I talk to online for friendship or sex when I am by myself
- ☐ I only meet people I talk to online in public



Street:

- ☐ I travel mostly in daylight hours
- ☐ I travel in well lit areas after dark
- ☐ I travel with company after dark
- ☐ I only carry small sums of money when travelling
- ☐ I travel in places where there are lots of other people
- ☐ I do not walk close to a car or van to talk to a stranger even if they ask me a question
- ☐ If I feel scared I go to a safe place for help
- ☐ I know people in my area that I can go to for help
- ☐ I have friends or family that live in same neighbourhood
- ☐ I keep looking around when I am out alone and I know who or what is around me
- ☐ I go where there are other people and ask for help if someone is following me
- ☐ I carry a cell phone when I go out



Health:

- ☐ I feel comfortable with doctors or healthcare professionals
- ☐ I speak up if I am not comfortable with any medical practice or procedure
- ☐ I have a friend, or support person who will come with me on Doctor's visits
- ☐ I have a good family doctor that I trust



Risk Assessment Checklist, continued

Sex:

- ☐ I have sex only with people I know and want to have sex with
- ☐ I use condoms or birth control to protect myself from disease or unwanted pregnancy
- ☐ I talk to my doctor, and other women I know about condoms and birth control methods
- ☐ I choose to use a birth control method that works for me and I always use it
- ☐ I feel comfortable talking to my partner about sex
- ☐ I have a partner who listens to my needs when it comes to sex



Relationships:

- ☐ I have not been pushed, hit, kicked, punched, bitten, burned, injured by use of weapon, or objects thrown, by partner, family members, caretakers, or friends
- ☐ I have not been unwillingly touched, forced to have unprotected/protected sex, exposed to, or forced to participate in pornography or prostitution
- ☐ I have not been threatened, put down, embarrassed or humiliated by unwelcome comments or behaviour from my partner, family members, caretakers, worker, or friends
- ☐ I pay my own bills, do my own banking, and decide what I want to do with my money
- ☐ I have not had money or property stolen by friends, family, or partner
- ☐ I am able to practice my own spiritual beliefs
- ☐ I have a plan to stay safe if I choose to stay with someone who hurts me
- ☐ I have a plan to stay safe if I choose to get away from someone who hurts me
- ☐ I have supportive friends and family
- ☐ I have someone that I trust and I can go to for help if anyone is hurting me



***Unchecked boxes identify areas of safety risk**

Created with the support of the City of Toronto

ConnectABILITY.ca

Page 2 of 2

This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>

ConnectABILITY.ca

TIP SHEET

Personal Safety Plan

Home:



Phone:



Banking:



ConnectABILITY.ca

Page 2 of 2

This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>

Personal Safety Plan, continued

Internet :



Street:



Health:




Personal Safety Plan, continued

Sex:



Relationships:



This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>

Rights Information

Know Your Rights!

If you are over the age of 18, the law says you have the right to make your own decisions.

The Respecting Rights Committee is an Ontario committee that delivers workshops on legal rights for people labelled with intellectual disabilities. They work out of the ARCH Disability Law Centre.

Contact Respecting Rights to have a workshop delivered as part of Safety Includes Me!

Contact: Sue Hutton <http://www.archdisabilitylaw.ca/huttons@lao.on.ca>

REFERENCES

www.recreationtherapy.com/tx/txwpq.htm

www.natural-health-restored.com/deep-breathing-exercises.html

[www.plotinus.com/exercise_psychology_copy\(1\).htm](http://www.plotinus.com/exercise_psychology_copy(1).htm)

www.innerhealthstudio.com/self-esteem-relaxation.html

This tip sheets can be found online at: <http://www.connectability.ca/connectability/library/safety/>