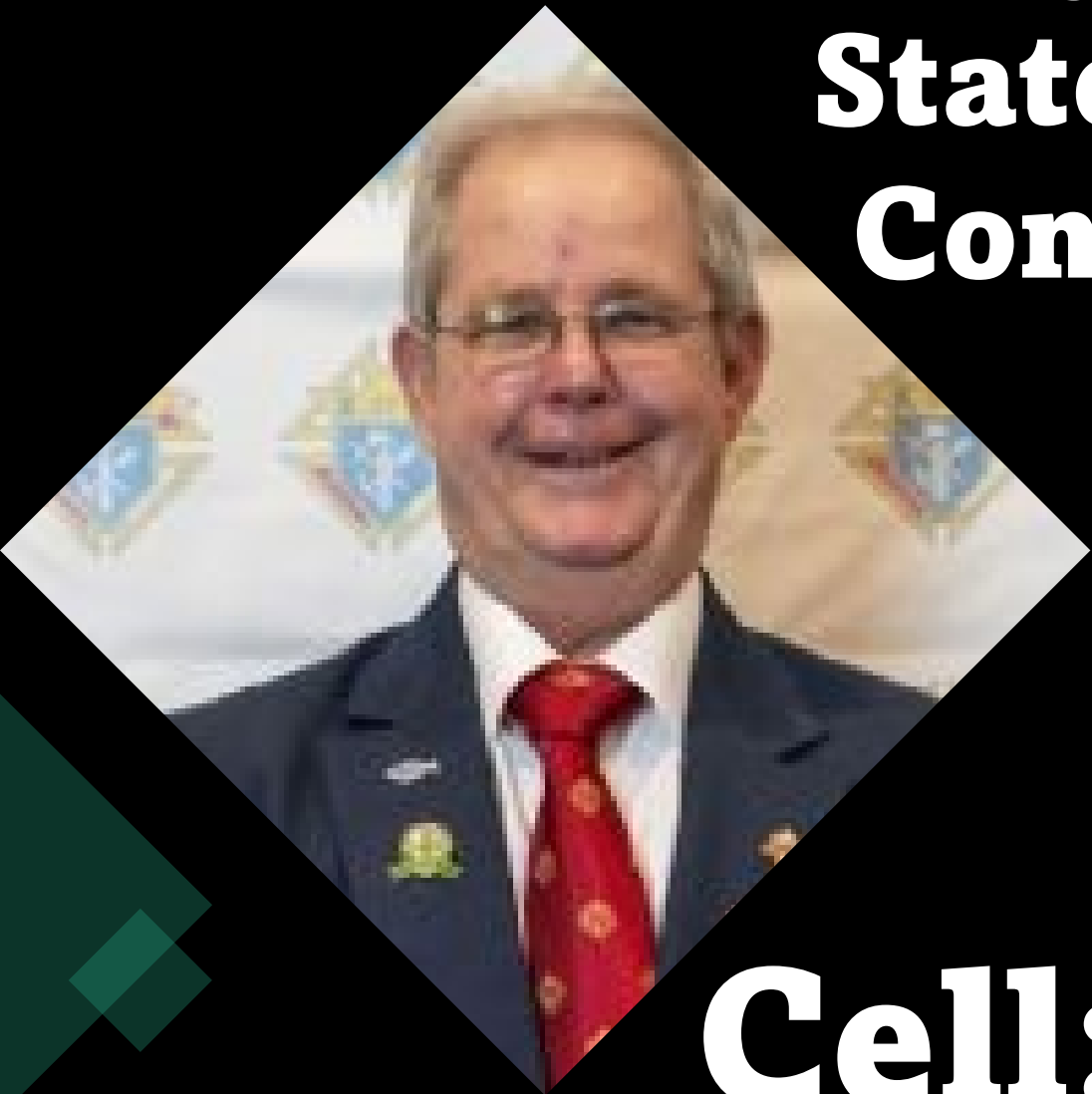


Harry J. Whitford, JR
State Safe Environment
Compliance Chairman



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Cell: 954-649-3210

Important Announcement

- On Tuesday, May 9, 2023, Praesidium has upgraded from its current online platform (Armatus) to Praesidium Academy. Members who have completed one or more requirements of The Knights of Columbus Safe Environment Program since 2019 will receive an email from Praesidium Academy with instructions on how to log into the new platform and create a password. This will ensure access the next time you are assigned training and screening.

Key Updates

- Members who have completed ALL assigned training and/or background screening before May 1st will be added into Praesidium Academy as fully compliant.
- Members who have NOT completed their training before May 1st will be assigned new training in Praesidium Academy. These members will be sent an additional email after the upgrade with instructions.
- Members newly assigned to roles or needing to renew their training and/or background screenings AFTER the upgrade, will be sent email invitations from Praesidium Academy.
- Email the Office of youth Protection with questions or concerns.



Are you
keeping us
safe

Safe Environment

It's up to all of us to keep
them safe

Are you safe compliant?

SAFE ENVIRONMENT
PROGRAM (SEP)

KOFC.ORG/SAFE

Safe Environment

INAPPROPRIATE

Physical Interactions

- Full-frontal hugs
- Kisses
- Showing affection in isolated area
- Lap sitting
- Wrestling
- Piggyback rides
- Tickling
- Any type of massage given by or to a minor
- Any form of affection that is unwanted by the minor or staff or volunteer
- Compliments relating to physique or body development
- Touching bottom, chest or genital areas

Verbal Interactions

- Name-calling
- Discussing sexual encounters or in any way involving minors in the personal problems or issues of staff and volunteers
- Secrets
- Cursing
- Off-color or sexual jokes
- Shaming
- Belittling
- Derogatory remarks
- Harsh language that may frighten, threaten or humiliate minors
- Derogatory remarks about the minors or his/her family

Safe Environment

POLICIES FOR MEMBER INTERACTIONS WITH MINORS

APPROPRIATE

Physical Interactions

- Side Hugs
- Shoulder-to-shoulder or “temple” hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Verbal praise
- Pats on the head when

culturally appropriate

- Touching hands, shoulders and arms
- Arms around shoulders

Verbal Interactions

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise

REPORT SUSPECTED ABUSE

1.REPORT SUSPECTED ABUSE TO LAW ENFORCEMENT

2.NOTIFY LOCAL DIOCESE OF SUSPECTED ABUSE

**3.NOTIFY KNIGHTS OF COLUMBUS OF SUSPECTED
ABUSE AT 1-844-KOFC-SAFE (1-844-563-2723)**

MEMBER HELPLINE: YOUTHLEADER@KOFC.ORG |
(203) 800-4940 | FAX (855) 845-3502

OFFICE OF YOUTH PROTECTION: OYP@KOFC.ORG |
(203) 752-4558 | FAX (855) 845-3502

YOUTH PROTECTION HELPLINE
(844) 563-2723

SEP ROLES	TRAINING	BACKGROUND CHECK	OFFICERS ONLINE REPORTS
State Council			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
Subordinate Council			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

Safe Environment

Four Positions

Grand Knight – Training with Compliance dashboard access.

Program Director – Training with Compliance dashboard access.

Family Director – Training and Background Check.

Community Director – Training and Background Check.

Safe Environment

- ❖ Email addresses unique to each member in one of the four required positions will be mandatory for members to retain access and be counted towards a Council's Safe Environment compliance. This means no generic emails, e.g., gkcouncil1@gmail.com, the address must be personal.
- ❖ Grand Knight can no longer fill all four roles, must have at least two (2) Knights to fill all four roles.
- ❖ There must be two (2) fully compliant members at all events where youth or vulnerable persons are present.

**Knights of Columbus
State Leader
Compliance Guide**

The following criteria
must be met for a
council to be
Safe Environment compliant:

1) Email addresses are mandatory to appoint members into ALL roles that have safe environment requirements.

Emails must be unique to the member, NOT gkcouncil123@X

2) There must be a Grand Knight assigned via Form 185 through Member Management.

4) On the 365 Report, there must be three different members assigned to:

a. Program Director

b. Community Director

c. Family Director

*Grand Knights may only hold one of the additional director roles listed above.

5) All roles above must complete the Safe Environment training. The Community Director and the Family

Director must also provide consent for a background screening (criminal and motor vehicle records).

6) If the council sponsors a Squires Circle, that circle must be compliant for the council to be compliant.

The following criteria need to be met for the circle to be compliant:

- a. Form 468 must be submitted appointing counselors every year
- b. One (1) Chief Counselor must be appointed

- c. A minimum of one (1) Adult Counselor must be appointed
- d. The circle must have a minimum of ten (10) Squires
- e. For every additional ten (10) squires, there must be one (1) additional Adult Counselor
- i. Example 1: 10-20 Squires must have 1 Chief Counselor + 1 Adult Counselor

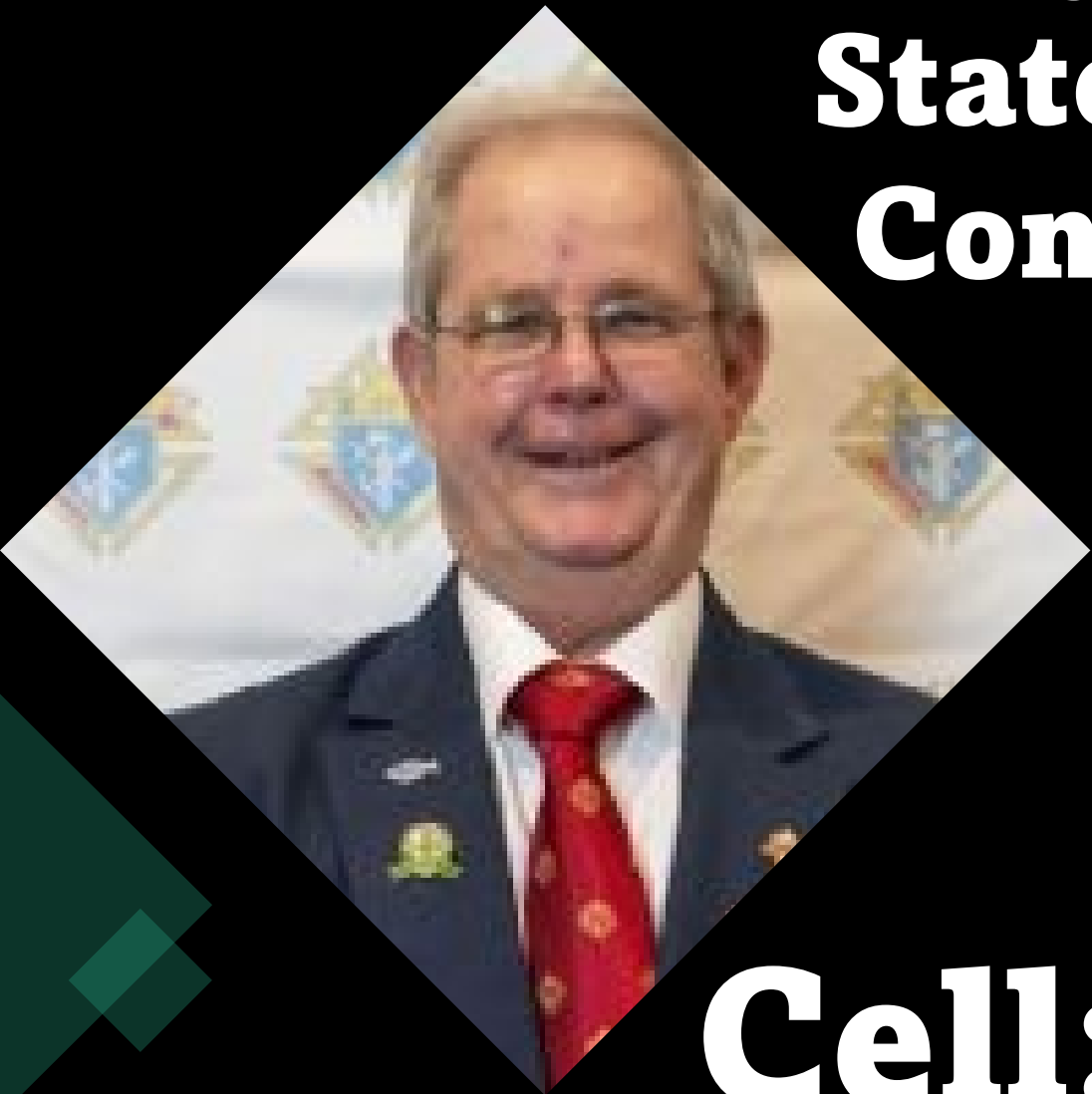
f. Chief Counselor and Adult Counselor(s) must complete training and provide consent to a background screening

All members who have access to
Officers Online may view the safe
environment status of their council
or jurisdiction each week on the
Reports tab

SAFE ENVIRONMENT
PROGRAM (SEP)

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