



Knights of Columbus

Office of Youth Protection

kofc.org/safe • (203) 752-4558 • oyp@kofc.org

Member Compliance with Diocesan Safe Environment Requirements

The first requirement of the Knights of Columbus Safe Environment Program is for our members to be compliant with diocesan safe environment requirements applicable to members' volunteer activities in their parish.* When members volunteer at an activity sponsored by a Knights of Columbus council in their parish* they not only volunteer for the Knights of Columbus, but they also serve as parish volunteers. Knights of Columbus asks no more and no less than for its members to be treated just like any other parish volunteers. Just like any other parish volunteers, members volunteering in their parish* must comply with all safe environment requirements applicable to parish volunteers in their diocese.

To assist parishes in helping members comply with diocesan safe environment requirements, grand knights and financial secretaries should follow these best practices:

1. Make a list of all members who serve as volunteers in their parish* for one or more Knights of Columbus programs, events, and activities. ("Eligible Member Volunteer List").
2. Ask each member on the list whether he has completed the diocesan safe environment training and background screening.
3. If the member volunteer has already completed the diocesan requirements, then the date of completion of the diocesan requirements should be recorded next to the member volunteer's name on the council's Eligible Member Volunteer List.
4. If the member volunteer has not completed the diocesan requirements, he must do so as soon as possible to maintain his eligibility to continue to volunteer for the Knights of Columbus in their parish.*
5. The council should provide its Eligible Member Volunteer List to the parish priest, the parish safe environment liaison, and to the diocesan safe environment coordinator upon request.
6. The council should update its the Eligible Member Volunteer List with new member volunteers who become eligible to volunteer in their parish.*
7. The council should confirm the names on its Eligible Member Volunteer List regularly throughout the fraternal year.

Membership alone does not constitute volunteer activity. Membership does not require volunteer activity in a parish.* Members are not exempt from diocesan safe environment requirements applicable to parish volunteers by virtue of their being members. Council business meetings are limited to members over 18 years old, and are not a parish or church ministry. The table below shows how diocesan and Knights of Columbus safe environment requirements generally relate to members:



Knights of Columbus Activity	Diocesan Safe Environment Program	KofC Safe Environment Program
Membership Only	n/a	n/a
Council Meetings – (closed, members-only business meetings)	n/a - (unless a parish is unable to reserve a dedicated time and place for council meetings where it is unavoidable that council meetings share the same time and place as parish ministries at which minors are present (e.g. Religious Education, youth ministry, etc.))	n/a
Church, Diocesan, and Parish Ministries	✓	n/a
KofC Volunteer Activities on Parish Property, OR off Parish Property when related to a Diocesan/Parish Ministry where minors are present	✓	✓
Non-Diocesan/Parish Volunteer Activities Off Parish Property where minors are present	n/a	✓

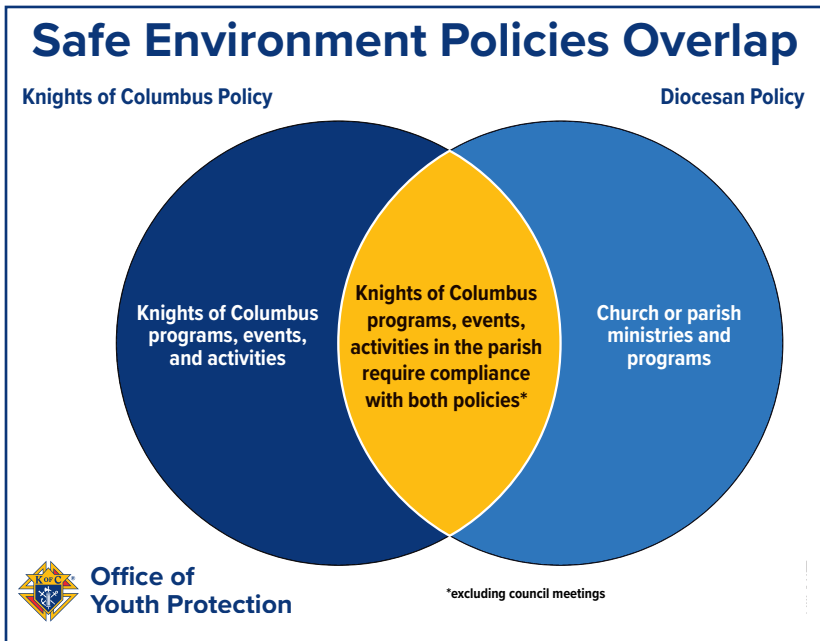
*Or off parish property when related to a diocesan/parish ministry.



Knights of Columbus

Working Together with Dioceses to Protect Our Children

The Knights of Columbus takes very seriously its commitment to protect children and other vulnerable persons. When Brother Knights protect children and other vulnerable persons they serve, they live out their VOCATION of FATHERHOOD. In the words of Supreme Knight Patrick Kelly: "Protecting our children is the sacred duty of every Knight." This is why the Knights of Columbus has a policy of ZERO TOLERANCE with respect to abuse. This crime directly contradicts the identity and mission of the Knights of Columbus and has no place in the Order.



The Knights of Columbus has its own Office of Youth Protection to administer its Safe Environment Program. This program consists of abuse awareness and prevention training as well as appropriate screening, including a background check, for members holding key leadership and lead volunteer roles. Training includes how to report in cases of suspected or known abuse: (1) Report to Law Enforcement; (2) Notify the Local Diocese, and (3) Notify the Knights of Columbus.

A critical part of our commitment to protect children and other vulnerable persons is to work together with local dioceses to ensure that we all meet our respective duties to protect. Our members are "Parishioners First, Knights Second." That is why the first requirement of our safe environment program

is for our members to follow diocesan safe environment requirements applicable to members' volunteer activities in their parish. Our policy on diocesan requirements is straightforward - if members of the Knights of Columbus volunteer in their parish, whether in activities sponsored by the Knights of Columbus or in Church or parish ministry, they are not only volunteering with the Knights of Columbus, but they are also serving as parish volunteers. Our members must complete diocesan safe environment requirements applicable to parish volunteers in their respective parishes and dioceses.

On the reverse is guidance we provide to our key leaders to assist diocesan *Offices of Child and Youth Protection* to ensure that members serving as volunteers in their parishes complete all diocesan safe environment requirements applicable to parish volunteers.

Email: oyp@kofc.org
Call: (203) 752-4558
Visit: kofc.org/safe





Knights of Columbus

State Leader Compliance Guide

(Rev 7/27/2022)

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@XYZ.com to ensure that members retain credit for completing their training and background checks.
- 2) There must be a **Grand Knight** assigned via Form 185 through Member Management.
- 3) The council must have submitted Form 365 Report of Program Personnel or named program personnel via online Member Management. Watch this video to learn how to submit online:
https://players.brightcove.net/802593642001/y6FLila0f_default/index.html?videoId=6191938577001
- 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
 - ii. Example 2: 21-30 Squires must have 1 Chief Counselor + 2 Adult Counselors
 - iii. Example 3: 31-40 Squires must have 1 Chief Counselor + 3 Adult Counselors...et cetera
 - 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

Office of Youth Protection

Member Helpline
203.800.4940 (p)
855.845.3502 (fax)
youthleader@kofc.org

Office of Youth Protection
203.752.4458 (p)
855.845.3502 (fax)
oyp@kofc.org

WHAT TO WATCH FOR:

Boundary Violations and
Inappropriate Behavior



PROTECTING OUR CHILDREN

KNIGHTS OF COLUMBUS

HOW TO INTERRUPT:

Boundary Violations and
Inappropriate Behavior



PHYSICAL



- Touching too much, long hugs, or kissing a child
- Tickling a child, wrestling, or horseplay
- Massaging or pulling onto lap

EMOTIONAL



- Being possessive or controlling
- Treating a child like a boyfriend or girlfriend
- Being emotionally volatile with children

BEHAVIORAL



- Seeking time alone with a child or private messaging
- Using crude or inappropriate language with a child
- Encouraging a child to break the rules or keep secrets

BLOCK ACCESS



- Call your child to you; move in between the adult and your child; pick up your child; or ask the adult to give him or her to you.
- Follow and stay with your child; encourage situations where at least two adults are present.
- Pay attention to who is in your child's life; monitor social media and texting activity.

POLITE CONFRONTATION



- Give an instruction to cease behavior with a matter-of-fact explanation of the inappropriate behavior; avoid saying "would you mind" or "could you".
- Don't apologize for having rules to keep your child safe.
- If the behavior repeats, take the time to get a commitment from the adult to cease the behavior.

IMPOLITE CONFRONTATION



- Give a more direct instruction to cease the behavior using fewer words.
- Use the adult's name to get his or her attention; use a firm tone of voice and maintain eye contact.
- Get a commitment from the adult that he or she will not continue this behavior.

HEALTHY RELATIONSHIPS



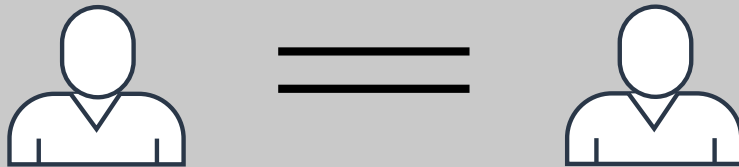
PROTECTING OUR CHILDREN

KNIGHTS OF COLUMBUS

UNHEALTHY RELATIONSHIPS

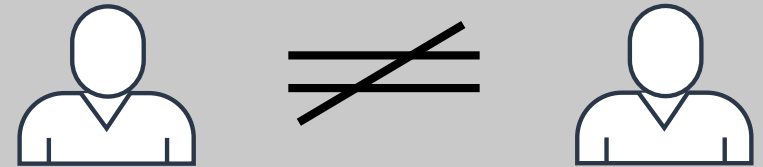


Truly healthy relationships have most, if not all, of the following characteristics. If your relationship does not have these qualities, check the section for characteristics of unhealthy relationships.



- We both like each other similarly.
- We share common interests and experiences together.
- My friend has other friends.
- My friend welcomes new friends to spend time with us.
- My friend treats other people with dignity and respect.
- I can count on my friend keep his or her word.
- My friend stands up for me.
- My friend is there for me in good times and bad.
- My friend encourages me to do the right thing.
- My friend tells the truth.
- My friend has my best interests at heart.

If two statements are true, the relationship has the potential to be unhealthy. If three or more are true, the relationship has characteristics of a destructive, controlling, or unhealthy relationship.



- My friend sometimes tries to hurt me emotionally.
- My friend makes unrealistic demands on my time.
- My friend tries to control me.
- I spend time worrying about this person or my relationship.
- My friend tells me who to spend time with.
- It seems like my friend takes more than he or she gives.
- My friend has threatened me or tried to intimidate me.
- When my friend gives me a gift, he or she expects something in return.
- My friend sometimes talks behind my back.
- My friend wants me to do things that will get me in trouble.
- I feel guilty or afraid when I spend time with my friend.