



Knights of Columbus

Safe Environment Program Council Compliance Guide (Rev 5/10/2024)

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.

Member Helpline:
203-800-4940 • 855-845-3502 (Fax)
YOUTHLEADER@KOFC.ORG

KofC Youth Protection Helpline:
1-844-563-2723
KOFC.ORG/SAFE

Office of Youth Protection:
203-752-4558 • 855-845-3502 (Fax)
OYP@KOFC.ORG