

DDC Knights of Columbus  
Safe Environment Update  
July 22, 2023

## Safe Environment Update July 22, 2023

### What are the current DDC Safe Environment Minimum Requirements:

(From the DDC Safe Environment Program for Knights of Columbus Entities)

1. Appoint a Safety Director to oversee the SE Program.
2. Maintain a Safety Committee to implement the SE Program.
3. Implement the SE Program following the guidelines and procedures found in the KoC DDC SE Program Booklet.
4. Maintain a response team to provide support for all parties if an incident should occur.

Knights of Columbus Entities means the councils, squire circles and assemblies.

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### Screening Procedures:

- Perform a criminal background check on any KoC member who works with minors or vulnerable adults.
  - If cleared through a Dallas Diocese parish SE program, obtain a copy from the Parish SE Coordinator and place in the member's folder.
  - KoC Council must perform the background check if not cleared via the Parish SE program.
- All criminal background checks must be updated every two years through a Diocesan approved vendor (currently Accutrak).
- Council Family and Community Directors must be background checked via Supreme. The Grand Knight, Program Director, Family Director and Community Director must be SE trained via Supreme.

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## Training Procedures:

1. All new volunteers must complete, in person, the initial SE Training.
2. Provide each new volunteer with a copy of the KoC Safe Environment Booklet (Program Document).
3. Each volunteer is required to read the Booklet and sign the acknowledgment form.
4. All volunteers must complete an annual update of the SE Training Program.
5. Each KoC entity should also provide regular and ongoing training for other safety issues.

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## Key Terms: Adequate and Volunteer as Defined In Program

### **Adequate:**

Supervision Procedures require: “Have adequate number of screened and trained adults present at events involving minors and vulnerable adults. Screened and trained adult supervision should increase in the proportion to the risk of the activity” (page 7).

### **Volunteer:**

“Volunteer means any unpaid person engaged in or involved in a KoC activity, and who is entrusted with the care and supervision of minors, and/or persons engaged or involved in ministry who have regular individual contact with vulnerable adults.”

The Program contains key words/phrases “**adequate number** and **volunteer**” that require further discussion and/or program modification.

Note: Additional supervision procedures are listed on pages 7 & 8 of the Program Booklet.

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Key Terms continued:

**Adequate or Adequate Number (page 7):**

Suggested change: "All adults volunteering at events involving minors and vulnerable adults must be background checked and safe environment trained."

**Volunteer Definition (page 4):**

Suggested change: Change "engaged in or involved in" to "serving in and/or working in"

Knights who are not serving in or working in an activity would not be a defined as a volunteer.

# DDC Safe Environment Program

Internet Resource Link: <https://www.kofcdallas.org/programs/safe-environment/>

This resource provides links to the following documents:

- Knights of Columbus Safe Environment Program for Knights of Columbus Entities (Booklet)
- Acknowledgement Form
- Knights of Columbus Status Consent Form
- Knights of Columbus Volunteer Release Form

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