

# OFFICE OF YOUTH PROTECTION SAFE ENVIRONMENT PROGRAM (SEP)

*KOFC.ORG/SAFE*

Under Faith in Action, certain state and council officers/directors are required to complete the Order's safe environment training and may also be required to provide authorization for a background check.

If members in certain roles are not compliant within 30 days of notification, they are subject to removal from those roles.

Email addresses are required when completing the *Service Program Personnel Report (#365)* for the program, community, and family director roles. Praesidium, the Order's safe environment partner, will email grand knights, program, family, and community directors assigned usernames and passwords to complete the training. They will also email family and community directors a personalized link to provide background check authorization. The Knights of Columbus covers all costs associated with these

requirements. Although the grand knight may also hold one of the following roles, there must be three (3) different members assigned to the program, family, and community director roles.

Email notifications are unique to each recipient and cannot be forwarded or used by any other member. The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt.

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.

For a council to be compliant with the safe environment program, all SEP roles must be filled and compliant. If the council sponsors a Columbian Squire Circle, the circle must also be fully compliant.

## *SEP Roles: Training and Background Check Requirements*

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

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