



Illinois State Council Knights of Columbus

<http://www.illinoisknights.org>

OFFICE OF
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ref: **Supreme Safe Environment Program**

Worthy Brother Knights,

Recently many of you may have received an email from George Hanna V.P. of Fraternal Services dealing with the new Safe Environment program. This email may have created a great deal of questions. So you will find attached a quick FAQ's list which should help you understand why the program is so important to the success of your council or assembly.

This program is offered to our members, so that members of the Knights of Columbus be can be better informed in making sure that all people at every age are in a safe environment at all our events.

To help you in obtaining all the answers you may need please feel free to Contact Quianna Richardson in the home office, her email address is quianna.richardson@kofc.org, direct phone number (203) 752-4108, program phone number (203) 800-4940.

You will also find attached a copy of the letter you may have received from the Office of George Hanna Senior V.P. for Fraternal Services. Please Take some time to read the entire packet and if you still have questions please feel free to call me at 815-436-0761.

It is import that all councils and assemblies understand that the required officers have to participate in the program, and that this program does not replace the Squires program requirement.

Fraternally

Frank J. Schwartz Jr.
Illinois Knights of Columbus State Advocate

Fraternally

Donald "Skip" Kinyon
Illinois Knights of Columbus State Deputy



Dear Knights of Columbus Youth Leader:

Congratulations on being selected to serve in this vital position! As a youth leader, you must fulfill all of the requirements of the Order's Safe Environment Program. These requirements include online training relating to abuse awareness, mandatory reporting, and the program's policies and procedures. The Order developed its Safe Environment Program in partnership with Praesidium, Inc. and uses Praesidium's *Armatus* online platform to deliver the required training modules to Knights of Columbus Youth Leaders. Your completion of these online training modules, as well as fulfilling your specified duties, demonstrates your commitment to protecting children.

Praesidium's *Armatus* online training platform may be accessed from any device connected to the Internet. Knights of Columbus Youth Leaders are required to complete three training modules: (1) *Meet Sam*, (2) *Duty to Report*, and (3) *Know Your Policies*. Each module will take a minimum of 40 minutes to complete. Online training must be completed within 30 days from receipt of this notification.

To access Praesidium's *Armatus* online training platform, please follow these instructions:

1. Click <http://website.praesidiuminc.com/LoginNow>, or go to <http://www.KofC.org>, and click the *Armatus* training link in the Members section
2. Enter your personal login and password, and click submit
 1. Your login is: 3583127lyons
 2. Your password is: kofcsafe
3. Please note: the first time you log in you will be required to change your password
4. Scroll down to view the courses and select each course
5. To begin a course, click the icon or the title of the course
6. If you have administrative privileges, you will also be able to access the Administrative Module and an Administrative Module tutorial

If you experience any technical difficulties, please contact *Armatus* Support at 1-800-743-6354, Monday-Friday, 8-5 p.m. CST. You may also email support@praesidiuminc.com at any time. Training modules are also available in French and Spanish. To access these training modules in French or Spanish, click on the corresponding link.

The safety and well-being of all youth served through Knights of Columbus programs are of the highest importance. By satisfying all of the Order's Safe Environment Program requirements, you are doing your part to ensure that the Knights of Columbus fulfills its mission to protect young people. Thank you for being a part of the solution!

Fraternally,

George Hanna,
Senior Vice President for Fraternal Services

Safe Environment Program- FAQs

What is the Safe Environment Program?

The Knights of Columbus Safe Environment Program is a Fraternal Services Program run in partnership with Praesidium, a national leader in youth protection programs. It is designed in order to maintain and ensure the safety and wellbeing of every young person that participates in a Knights of Columbus youth programs, including Columbian Squire Circles. The Safe Environment Program consists of a set of policies and procedures to be followed by every Knight working with Youth, which can be found in the Safe Environment Handbook, as well as online training through Praesidium's website, and a required background check for key official positions.

Who is required to comply with the policies of the Safe Environment Program?

Designated key positions by the Supreme Council are required to take the online training and undergo a background check. Those interested can reach out to their Grand Knight or Faithful Navigator for specific Safe Environment policy information. The current scope of the program is to get all key officers trained 1st, after all users have been trained we can allow access to other Knights who may be interested in taking the training.

Who is required to take the online Safe Environment training through Praesidium?

State Deputies, State Squires Chairmen, State Youth Directors, Grand Knights, Youth Directors, Chief Counselors, Committee Counselors, and Faithful Navigators whose assembly sponsors a Squires Circle are all required to take the Safe Environment online training.

Who is required to undergo a background check for the K of C Safe Environment Program?

State Deputies and Grand Knights are not required to give consent for background check, however, all other roles listed are required to undergo background check.

Will diocesan Safe Environment training or training through private or public school systems be accepted as substitutes for the K of C Praesidium Armatus training?

No, those required must complete the Praesidium Safe Environment training.

This training incorporates policies and procedures specific to the Knights of Columbus Safe Environment Program; therefore, no other safe environment training courses can be accepted in lieu of it.

Will previous background checks run by employers, school systems, or local diocese be accepted as substitute for the K of C Safe Environment Background check?

No, only a Knights of Columbus background check administered by Praesidium will be accepted. In order to maintain a high level of confidentiality, each Knight required to undergo a background check must do so.

Where can I find the policies and procedures I'm required to follow as a Youth Leader/Grand Knight/Faithful Navigator?

All policies and procedures for the Knights of Columbus Safe Environment Program can be found in the handbooks provided to Grand Knights and Faithful Navigators, and to Youth Leaders. These policies are also gone over in the required Praesidium online training, as well as available to print.

What is the website by which the Praesidium Armatus training can be accessed?

The Praesidium Armatus online training can be accessed directly at <http://website.praesidiuminc.com/LoginNow>

Where can I find my login credentials (username and password) for the online Praesidium Safe Environment training?

Your username is your **member number + your last name** (123456789smith)

Your password is set as **kofcsafe**, you will be prompted to change your password upon accessing the site

Am I required to renew my training and background check as Youth Leader?

Yes, renewal to both background check and training every two years. You will receive a reminder email every two years for renewal of the training requirement, once you have signed the background check consent form, you have given authorization to renew the check every two years without sending any notification. This will occur for the length of your term in a mandated office.

When does the Safe Environment Program go into effect? How do I make sure I am not removed from my position/office?

The Safe Environment Program goes into effect on January 5, 2015. Those officers who are required must complete the online training and undergo the background check within 30 days of receipt of notification. All those who do not comply, especially Youth Leaders, may be removed from their official position until the requirements are met. Failure to meet the Safe Environment Requirements may result in suspension from your office with the Knights of Columbus