

ACTION PLAN

Knights of Columbus
Safe Environment
Program

KNOW YOUR POLICIES!

Overview



In this course, you will learn:

- Who is eligible to serve as Youth Leader
 - How to detect and prevent misconduct and abuse
 - How to address and report suspected misconduct and abuse
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Lesson 1 – Becoming a Youth Leader



These qualities are necessary for Youth Leaders.

- A Youth Leader should be strongly formed in the Catholic faith and exhibit such formation in his words and actions.
- A Youth Leader must recognize that his personal conduct can inspire and motivate young people, as well as scandalize and undermine young people's faith.
- A Youth Leader must respect the trust that youth, parents, and Knights of Columbus place in him.
- A Youth Leader must always place the safety and well-being of young people above all else during programs and activities.

Circle one of these qualities. In the area below, explain how you can display this quality during your appointment as Youth Leader.

How I can display this quality:

Lesson 3 – Reporting Obligations



How to Report Suspected Abuse

1. Youth Leaders must immediately report any and all suspected child physical, emotional, sexual abuse and neglect to law enforcement.
2. After reporting to local law enforcement, Youth Leaders must immediately notify the Knights of Columbus via the Knights of Columbus Safe Environment Hotline directly at: ***1-844-KOFC-SAFE (1-844-563-2723)***.
3. If the alleged perpetrator is a member of the clergy, diocesan personnel or frequent volunteer in your parish, Youth Leaders should also contact the Director of Safe Environments for the council or assembly's local parish(es).

Contact Information for Additional Reporting Agencies

Youth Leaders are also strongly encouraged to report cases of suspected child abuse to any and all relevant child protection agencies. These agencies may provide social services for victims of child abuse and their families.

United States, U.S. Territories, Canada

- National Center for Missing and Exploited Children: 1-800-843-5678
- Childhelp National Child Abuse Hotline: 1-800-422-4453

Mexico

- National Center for Missing and Exploited Children: 001-800-843-5678

Philippines

- Child Health and Intervention and Protective Service: +632-734-4216

World Wide

- Cyber Tipline online reporting: www.cybertipline.com

Lesson 4 – General Policies for Youth Leaders



Applying General Policies for Youth Leaders

Some of the general policies for Youth Leaders are summarized below. Think about how these policies affect the program you work in and write down how these apply to your program.

Policies	How They Apply to My Program
Youth Leaders should never supervise youth participants alone. At least two Youth Leaders should be present at every program and activity.	
Youth Leaders, when counseling a youth participant, should always be in the same room as others, or visible to others.	
Youth Leaders should always be aware of other adults present at Knights of Columbus youth programs and must be alert for signs of possible misconduct.	
Youth Leaders should notify their Grand Knight or Faithful Navigator or call the Knights of Columbus Safe Environment Hotline at 1-844-KOFC-SAFE (1-844-563-2723) when they recognize a policy violation or other possible misconduct that may impact child safety.	
Youth Leaders should make all programs and activities open to parents and guardians.	
Youth Leaders should not initiate, encourage, or engage in one-on-one contact with youth participants outside of sanctioned Knights of Columbus programs and activities.	

Lesson 5 – Policies for Specific Situations



Applying Polices for Specific Situations

Some of the policies for specific situations are summarized below. Think about how these policies affect the program you work in and write down how these apply to your program.

Policies	How They Apply to My Program
All off-site and overnight activities must be pre-approved by the Grand Knight or Faithful Navigator and parents.	
Youth Leaders should make all programs and activities open to parents and guardians.	
Youth Leaders should scan restrooms before allowing youth to enter.	
Youth Leaders should never allow less than three youth participants to travel to a restroom facility together.	
Youth Leaders should allow only as many youth as there are restroom stalls to use the restroom at the same time.	
During free time, Youth Leaders should require youth to remain within their line of sight.	
Youth Leaders should only communicate via email or home (not cell) phone with youth participants with parental consent.	
Youth Leaders should not leave an older youth alone and in charge of younger youth.	
Youth Leaders should strictly prohibit bullying, including but not limited to, derogatory name calling, singling out one youth for different treatment, ridicule, or humiliation.	

Appendix A



Appendix A: Further Reading

Below are some resources that complement the Knights of Columbus Safe Environment Program and can help you understand how to strengthen your parish community and protect youth as they grow in God's love.

From the Church

The Vatican's collection of Papal documents on the family offers spiritual and practical guidance for those wishing to educate themselves and their children on the body, marriage, familial relationships, and human sexuality. Public access to these documents is available at:

http://www.vatican.va/themes/famiglia_test/santopadre_en.htm

Useful Web Pages:

Familiaris Consortio (St. John Paul II):

http://www.vatican.va/holy_father/john_paul_ii/apost_exhortations/document_s/hf_jp-ii_exh_19811122_familiaris-consortio_en.html

Letter to Families (St. John Paul II):

http://www.vatican.va/holy_father/john_paul_ii/letters/documents/hf_jp-ii_let_02021994_families_en.html

Lumen Fidei (Pope Francis):

http://w2.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_20130629_enciclica-lumen-fidei.html

From The United States Conference of Catholic Bishops

The United States Conference of Catholic Bishops has devoted a special section of its website to child and youth protection. Access to research on child abuse and youth protection, best practices for prevention and detection, and the Charter for the Protection of Children and Young People is available at:

<http://www.usccb.org/issues-and-action/child-and-youth-protection/index.cfm>

The National Catholic Risk Retention Group, Inc. has created its own safe environment training program for the Church, VIRTUS, that is in use today by many local dioceses. Resources for parents, educators, and children, as

well as online training, can be accessed at: www.virtus.org

The Arlington Diocese, under the leadership of Bishop Paul S. Loverde, has made education about human sexuality and the threats posed to the family and youth today its mission. Many good resources for practical Catholics can be found at: <http://www.arlingtondiocese.org/>

Useful Web Pages:

Catholic Parenting Resources:

<http://www.arlingtondiocese.org/purity/parents.aspx>

Bought with a Price: Every Man's Duty to Protect Himself and his Family from A Pornographic Culture (Pastoral Letter from Bishop Loverde):

http://www.arlingtondiocese.org/uploadedFiles/Library/docs/Communications/Letters_from_Bishop_Loverde/Bought_with_a_Price.pdf

From the Knights of Columbus

Fathers for Good is a web-based initiative of Knights of Columbus that supports parents as they raise their children in the Catholic faith. Articles addressing the challenges of child-rearing in today's world and tools for strengthening the family can be found here: www.fathersforgood.org

Useful Web Pages:

Digital Vigilance for Parents:

http://www.fathersforgood.org/ffg/en/big_four/digital_vigilance.html

Protecting Children from Abuse:

http://www.fathersforgood.org/ffg/en/big_four/protecting_children.html

Warning Kids about Porn:

http://www.fathersforgood.org/ffg/en/big_four/protect_them.html

Catholic Information Service was started by Knights of Columbus in 1948 to provide low-cost Catholic publications for evangelization and education. Literature on human sexuality, the family, and the challenges Catholic face in today's world are available here: www.kofc.org/cis

Useful Web Pages:

The Family in the Modern World:

<http://www.kofc.org/un/en/resources/cis/cis318.pdf>

In the Image of Love: Marriage, the Family and the New Evangelization:

<http://www.kofc.org/un/en/resources/cis/cis407.pdf>

Blessed are the Pure in Heart: A Pastoral Letter on the Dignity of the

Human Person and the Dangers of Pornography:

<http://www.kofc.org/un/en/resources/cis/cis323.pdf>

From Youth Serving Organizations

Boy Scouts of America is a national leader in youth protection policy and training. Its website offers printer-friendly resources for parents and their children, a comprehensive Internet- safety program, and web-based training available regardless of an affiliation with the Boy Scouts of America. Find it all here: <http://www.scouting.org/Training/youthprotection.aspx>

Darkness to Light is a not-for-profit organization dedicated to ending child sexual abuse in the United States. In addition to support for other youth-serving organizations, Darkness to Light offers awareness training for parents and individuals and resources for starting initiatives in the local community. These tools can be accessed at:

<http://www.d2l.org/site/c.4dICIJOkGcISE/b.6069275/k.31EB/Prevention.htm>

Childhelp offers social services to survivors of child abuse and their families in the United States, U.S. territories, and Canada through their child abuse hotline. Parents, educators, and youth can also join a local chapter of Childhelp to empower their community against child abuse. Resources can be found at: www.childhelp.org

From Government Agencies

The Centers for Disease Control and Prevention has drafted a handbook specifically for youth-serving organizations to help prevent and respond to child sexual abuse. This, and other helpful resources, can be found at:

<http://www.cdc.gov/violenceprevention/childmaltreatment/index.html>

The Children's Bureau, a branch of the U.S. Department of Health & Human Services, offers information on state and federal-run prevention programs, social services for survivors of child abuse, and reporting systems dedicated to child physical, emotional, sexual abuse and neglect. Access these resources at: <http://www.acf.hhs.gov/programs/cb/focus-areas/child-abuse-neglect>

The National Institute of Justice has compiled resources for survivors of child abuse who are taking legal action against perpetrators, as well as research on the effects of child abuse and best practices for communities. Find these important resources at: <http://www.nij.gov/topics/crime/child-abuse/pages/welcome.aspx>