SAFE ENVIRONMENT FREQUENTLY ASKED QUESTIONS

1 - A council's community director has no computer and he completed his safe environment training using the hard copy self-study guide. With the new requirement that all members holding safe environment roles must have a personal email, what happens to members in these roles who don't have computers?

- If this member completed the training via the self-study guide, and sent in the acknowledgement form, it's recorded in the Office of Youth Protection
- We understand that some of our members don't have computers, but can still have a personal email created for them so that the training and background check records will be retained in the new system
  - Perhaps a son or daughter can help?
  - Use a smart phone or tablet to access the internet
  - Such members can also visit the library in their town to access the internet to set up a personal email
  - Maybe a brother Knight can help?
- As requirements are valid for THREE YEARS, we want to ensure that members retain their compliant status for all three years

2 - Must a council fill all FOUR required positions (grand knight, program, family, and community director) with different council members or is one member permitted to hold two positions?   For example, would a council be compliant if a compliant grand knight also held the program, family, or community director position? Some councils are small and find it difficult to find four members to fill the four positions.

- Yes, the grand knight may also hold ONE of the roles (program, family, and community) with safe environment requirements, but the director roles with safe environment requirements MUST be held by three different members

3 - The Order's safe environment standard is for a minimum of two fully compliant members to be at all events where minors and other vulnerable persons may be present. Do both members have to have the training and background check or is it permitted to have one with training and one with training and background check?

- At a MINIMUM, there must be at least 2 trained members, at least 1 of whom has also been background checked, present at all events where minors or other vulnerable persons may be present
- The Order's expectation is that, over time, more and more members will have served in key leadership roles that include background checks and training, and that there will be more than two fully trained and background checked members at events, programs, and activities where minors and other vulnerable persons may be present

4 - What is a valid email address for the positions requiring safe environment training? Some members wish to have an email for K of C business and a separate one for their personal business. What are some examples of valid email addresses? Does the email address have to be the same as what the member has in his membership profile?

- The member management system only holds ONE email
- A member may create one that can then be used for all of his K of C business, but instead of gkcouncil1@gmail.com which is associated with the council ROLE of grand knight, one should be created like johnj.doe@gmail.com to ensure that the member's training and background check credentials remain with HIM personally for 3 years, and not with the grand knight ROLE

5 - Here is some basic information on how to set up a personal email -
https://support.google.com/mail/answer/56256?hl=en

- Google: **https://accounts.google.com/SignUp**
- Microsoft: **https://signup.live.com/signup**
- Apple: **https://www.icloud.com**

Please note, information presented about personal emails is for illustration purposes only and <u>does not</u> constitute an endorsement or requirement by the Knights of Columbus for its members to use any of these companies when setting up their personal email; members are free and encouraged to select any company they wish.

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