

# District 5580 Youth Protection Policy & Youth Exchange Abuse and Harassment Prevention Policy

## *PREAMBLE*

Rotary International is committed to protecting the safety and wellbeing of Youth and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of Youth should always be the first priority.**

*Developing and implementing an effective Youth Protection Policy tangibly demonstrates a district's commitment to protecting Youth participating in the Rotary Youth Exchange program, Rotary Youth Leadership Awards, Interact and other engagement with Rotary clubs in our District.*

## **District 5580 Youth Protection Policy**

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### **1. Statement of Conduct for Working with Youth**

District 5580 is committed to creating and maintaining a safe environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of Youth.

### **2. Preemption of Policy**

This Youth Protection Policy has been adopted to include all programs in which Rotary International District 5580 or its member Clubs may be engaged in

Rotary Youth Activities. To the extent that such Rotary Youth Activities are governed by Rotary International or Central States Rotary Youth Exchange Program, Inc. with more stringent Youth Protection Policies, those policies shall supersede the requirements in this Youth Protection Policy. If the Rotary Youth Activity is held in conjunction with another school or organization and such partner has in place a youth protection policy that is more stringent than this Youth Protection Policy, Volunteers must abide by the more stringent terms and conditions of such partner's policy.

### **3. Definitions**

**Abuse.** Abuse shall include Emotional or Verbal Abuse, Physical Abuse, and Sexual Abuse.

**Adult.** Any individual over the age of 18 who is not otherwise defined as a Youth.

**Certified Volunteer.** A Certified Volunteer is a Volunteer who has Significant Interaction with youth, has been approved through the completion of a successful background check, has passed the appropriate training, and has been certified by the appropriate Club Youth Protection Officer or District Youth Protection Officer pursuant to the procedures contained in this Youth Protection Policy.

**Club Youth Protection Officer (CYPO).** The Club Youth Protection Officer oversees the implementation and enforcement of the Youth Protection Policy at the Club level. See Appendix B for a sample position description.

**Criminal Background Check.** Criminal Background Checks will be a check of criminal records from governmental sources that will, at a minimum, provide information on an individual's criminal record as reported by governmental authorities so that a decision may be made as to the appropriateness of a volunteer candidate.

**District Youth Protection Officer (DYPO).** The District Youth Protection Officer oversees the implementation and enforcement of the Youth Protection Policy for the District. See Appendix A for a complete position description.

**District Youth Protection Committee.** The District Youth Protection Committee is comprised of the current District Governor, District Governor Elect, District Youth Protection Officer USA, District Youth Protection Officer Canada, Chair of the District Youth Exchange Subcommittee, Chair of the Youth Services Committee and one at large member of Rotary appointed by the District Governor. The District Youth Protection Committee is responsible for the maintenance, implementation, and execution of this District Youth Protection Policy.

**Emotional or Verbal Abuse.** Incidents in which an adult uses fear, humiliation, or verbal assaults to control the behavior of a Youth in his or her care. Examples include rejecting the Youth, preventing the Youth from developing normal social relationships, and making derogatory statements about the Youth's race, religion or personal appearance.

**Host Club Counselor.** A Host Club Counselor (or "Rotarian Counselor") serves as a liaison between a Rotary Youth Exchange Student, the local Rotary Club, host family, and the community at large. A Host Club Counselor serves as the Rotary Youth Exchange Student's primary Rotary contact.

**Host Rotary Club.** A Host Rotary Club is the Rotary Club which sponsors an inbound Rotary Youth Exchange student.

**Neglect.** Failure to provide for no apparent financial reason adequate food, clothing, shelter, or medical care necessary for a Youth's wellbeing.

**Physical Abuse.** Mistreatment of a Youth by physical contact intended to cause pain, injury, or other physical suffering or harm.

**Rotary Youth Activity.** A Rotary Youth Activity includes any activity or program of Rotary International, Rotary District 5580, or Rotary Club of District 5580 which engages Youth. Examples of this may include Interact, Rotary Youth Exchange, Rotary Youth Leadership Awards, Junior Rotarians, Model United Nations Assembly, STRIVE programs, Speech Contests or scholarship awards.

**Sexual Abuse.** Engaging in implicit or explicit sexual acts with a Youth or forcing or encouraging a Youth to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a Youth sexual or pornographic material.

**Sexual Harassment.** Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

**Significant Interaction.** Significant Interaction may include multiple occurrences over the course of time, situations where the Volunteer has the ability to influence the circumstances in which the Volunteer has the interaction, the location of the interaction or the duration of the interaction. Significant Interaction does not include (1) a one-time meeting with Youth in a group setting with other Rotarians, adults or youths, such as distributing donated dictionaries to a classroom of students where the teacher or other Rotarians are present; (2) speaking at a Rotary youth event, where contact with Youth is limited; and (3) participating in a meeting such as a Rotary Club meeting, where youth are also present. The Youth Protection Committee shall have the ultimate decision in determining whether or not an interaction is a Significant Interaction.

**Volunteer.** Any Adult, Rotarian or Non-Rotarian, involved in a Rotary Youth Activity who interacts with Youth. Volunteers include, but are not limited to:

- District Youth Protection Officers and Club Youth Protection Officers;
- Youth Exchange Officers, Youth Exchange Counselors, and Youth Exchange Committee Members;
- Rotary Youth Leadership Awards, Model United Nations Assembly, Interact, Rotaract, and Speech Contest volunteers;
- Rotarians and non-Rotarians and their spouses and partners who host youth for

activities or outings or who might drive youth to events or functions;

- Host Parents and other adult residents of the host home, including siblings and other family members.

**Youth.** Any individual under the age of 18 who is participating in a Rotary Youth Activity, and any Rotary Youth Exchange Student regardless of whether he or she is of legal age of majority.

**Youth Protection Training.** A training program which meets or exceeds the minimum requirements as proscribed by this Youth Protection Policy and has been approved by the applicable Club or District Youth Protection Committee.

**Youth Exchange Officer.** A Rotarian appointed or elected to hold office on a district or club Youth Exchange Committee. The District Youth Exchange Chair is the Youth Exchange Officer for the District.

#### **4. Incorporation of District Youth Exchange Program and Liability Insurance**

Rotary District 5580 is a member in Central States Rotary Youth Exchange Program, Inc. incorporated under the laws of the State of Indiana, USA.

Central States Rotary Youth Exchange Program, Inc. carries adequate general liability insurance for participants of Rotary Youth Exchange with coverage and limits appropriate for its geographic location for Rotary Youth Exchange activities. District 5580 shall abide by any insurance requirements of Rotary International or Central States Rotary Youth Exchange Program, Inc.

#### **5. Volunteer Certification and Screening**

**All Volunteers** in District 5580 with Significant Interaction with Youth, members of the District Youth Protection Committee, the District Governor, District Governor-Elect, District Governor Nominee, District Governor Nominee Designate, and the Club Youth Protection officers, Host Club Counselors and Host Club Youth Exchange Officers must become Certified Volunteers. The primary concern of the District is always to safeguard the best interests of the Youth we serve. The respective District Youth Protection Committee shall have the ultimate determination of whether or not a Volunteer has Significant Interaction with Youth. Factors to be considered include, but are not limited to, the amount of time and nature of the interaction, the location and surroundings of the interaction, whether or not an overnight stay is involved, and parental involvement.

#### **Criminal Background Checks**

A Certified Volunteer must be vetted through a Criminal Background Check. Failure to authorize a background check will automatically disqualify the individual from becoming a Certified Volunteer. The legal and administrative responsibility for Criminal Background Checks are shared between the District, Rotary Youth Activities and Clubs. Acceptable sources of criminal background checks include IntelliCorp, incheck, mybackcheck.com, or law enforcement agencies. Other criminal background checks may be used if approved in advance by the District Youth Protection Committee. If there is a difference of opinion between the District, the Rotary Youth Activity and the Club as to whether a person should be disqualified, the respective District Youth Protection Officer shall make the final decision. Factors to be considered in making such determinations include, but are not limited to, the nature, disposition, severity of the

conduct, and the length of time since the conduct occurred.

Providing false information on the Volunteer Application or on the Criminal Background Check, including address, date of birth or social security number/social insurance number is grounds for automatic exclusion from volunteer certification in the District, regardless of the results of the Criminal Background Check. Online portals in which the Volunteer applicant submits information directly to an approved third party conducting the Criminal Background Check are acceptable and preferred. A Volunteer applicant using an online portal to conduct the Criminal Background Check shall not be required to disclose a social security number/social insurance or other sensitive, private identification on the Volunteer Application.

Upon receipt of unfavorable results of the background check from an approved Criminal Background Check provider, unfavorable personal references, or other information available about the Volunteer, the appropriate District Youth Protection Officer will consult with the Club Youth Protection Officer and/or the Club President before making a final decision as to disqualification, and any disqualification should be discussed with the District Youth Protection Committee and the District Governor before the individual is notified. The individual must be notified before and after any potential adverse action is taken. The person will be provided with a copy of the background check from the vendor and shall have the right to dispute the accuracy of such background check with the vendor.

**Disqualification from Volunteer Participation.**

If the Club or District Youth Protection Officer learns (via a background search, personal reference, or otherwise) that a prospective Volunteer/Host has been convicted of, has pled guilty to, has deferred adjudication for, or has pled no contest to one of the following crimes under the laws of any State within the United States, the United States, any Province within Canada, Canada, or any other nation, the volunteer applicant shall be automatically disqualified unless the applicant requests and is granted a waiver from the District Youth Protection Committee:

- Crimes against Children
- Offenses against persons
- Offenses against the family
- Public indecency
- Crimes using weapons
- Any felony drug-related offense
- Classification as a Registered Sex Offender

**Challenging the Accuracy of the Background Record.**

Any individual who disputes or desires to contest information provided by any agency or vendor, must provide a written notice to the District Youth Protection Officer within ten days of being advised that his or her application for participation has been denied. It is the individual's responsibility to challenge the report received from the agency vendor and to arrange for any corrections, if necessary.

**Confidentiality.**

Subject to the provisions of this policy relating to the sharing of relevant information among District Youth Protection Officer, Club officials, and the District will maintain the confidentiality of all background search information, including information regarding disqualification decisions.

### **Records Retention.**

Notwithstanding the following, the records of any Criminal Background Check shall be retained by the District Youth Protection Officer for the United States or for Canada in a secure file for a minimum of ten years. The records of any Criminal Background Check for a District 5580 Youth Exchange Volunteer shall be retained by the District Youth Exchange Officer pursuant to the requirements of Central States Rotary Youth Exchange Program, Inc.

### **Frequency of Background Checks.**

Notwithstanding the following, Criminal Background Checks must be done for Certified Volunteers a minimum of every 5 years. Criminal Background Checks for Host Families and Volunteers in District 5580 Youth Exchange must be done on an annual basis. After the initial background check is completed, background checks shall be recertified for all Certified Volunteers that wish to remain as Certified Volunteers in years ending in "5" and "0."

### **Additional Certification Requirements**

Individuals must meet the following requirements to become Certified Volunteers:

- Complete the Youth Volunteer Application and Criminal Background Check form attached as Appendix C.
- Meet Rotary International and District 5580 eligibility requirements for working with Youth. Rotary International policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with Youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any Youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in Rotary Youth Activities. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Complete District or Club Youth Protection Training; and
- Understand and agree to comply with this District Youth Protection Policy.

Volunteers interested in participating in the District 5580 Youth Exchange Program must meet the criteria for all Certified Volunteers, as well as the following requirements:

- Undergo personal interviews.
- Provide a list of references for District 5580 to check.
- Understand and comply with Rotary International, Central States Rotary Youth Exchange Program, Inc. and District 5580 guidelines for the Youth Exchange program.

**Host families** must meet the criteria for all Certified Volunteers of the Youth Exchange Program, as well as the following selection and screening requirements:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
  - Commitment to the safety and security of students
  - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange

- Financial ability to provide adequate accommodations (room and board) for the student
- Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete a written application.
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

**Rotarian Counselors** must meet the criteria for all Certified Volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.
- Counselors should not be close personal friends or relatives to other volunteers closely involved with a particular student. If this situation arises, an "alternate" temporary counselor should be appointed for the student during this time frame.

## **5. Rotary Youth Exchange Student Selection and Screening**

**All Youth** interested in participating in the District 5580 Youth Exchange program must meet these requirements:

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

**All parents or legal guardians of Youth** interested in participating in the District 5580 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

## **6. Training**

Certified Volunteers are required to successfully complete Youth Protection Training in accordance with Paragraph 4 of this Youth Protection Policy. However, District 5580 encourages all Volunteers to attend Youth Protection Training. In addition, the District 5580 Rotary Youth Exchange Committee will provide abuse and harassment prevention training to all Rotary Youth Exchange participants.

Specifically, District 5580 will:

- Adopt Youth Protection Training videos, presentations or other materials for use by District 5580 and its member Clubs; whether such materials are developed within District 5580 or by other organizations such as Boy Scouts of America or North American Youth Exchange Network.
- Adapt Rotary International's *Abuse and Harassment Prevention Training Manual and Leader's Guide* to incorporate specific District 5580 guidelines, information on

local customs and cultural issues, and legal requirements for all Rotary Youth Exchange participants;

- Provide Youth Protection training to all President Elects during President Elect Training Seminars;
- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used;
- Conduct specialized training sessions for the following Youth Exchange program participants:
  - District governor
  - District Youth Exchange committee members
  - Club Youth Exchange committee members
  - Rotarian Counselors
  - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
  - Host families
  - Students (outbound and inbound)
  - Parents and legal guardians of students;
- Establish guidelines to ensure that all participants have received the requisite training; and
- Maintain records of participation to ensure compliance.

### **7. Allegation Reporting Guidelines**

District 5580 is committed to protecting the safety and well-being of Youth and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the District 5580 Abuse and Harassment Allegation Reporting Guidelines attached as Appendix D.

### **8. Follow-through and Review Guidelines**

District 5580 takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

### **9. The Rule of Three - No One-On-One Contact.**

The “Rule of Three” requires that there must always be at least three people, of which at least one must be an Adult, present when interacting with Youth. For instance one Adult and two Youth, or two Adults and one Youth for all contact involving Youth. One-on-one contact between an Adult and a Youth is strictly prohibited except as follows:

1. Host family members may meet with Rotary Youth Exchange Students one-on-one.
2. Any Youth who makes an allegation under this Youth Protection Policy may raise the allegation to one Adult.



In situations that require personal meetings, the meetings are to be conducted with the knowledge and in the view of other adults and Youth. To the extent that a Youth is the child, step-child, or grandchild of a Volunteer, nothing within this Youth Protection Policy shall be deemed to prohibit one-on-one contact with each other, or require the parent, step-parent, or grandparent Volunteer obtain a Criminal Background Check to engage with his or her child, step-child, or grandchild.

#### **10. Rotary Youth Activities Involving Overnight Accommodations.**

If Rotary Youth Activities involve overnight stays, no Volunteer or Certified Volunteer, other than a family member or a Host Family, may occupy single accommodations with a Youth. Volunteers must establish separation barriers or privacy zones to keep sleeping areas and dressing areas separated from Youth areas. If separate shower facilities are not available for male and female and Volunteers and Youth, separate times must be scheduled and posted for showers.

In all coed Rotary Youth Activities involving overnight stays, Youth must be accompanied by at least one male Certified Volunteer and one female Certified Volunteer.

Rotary District 5580 encourages Rotarians and other Volunteers to send at least two Volunteers on any significant Rotary Youth Activity, regardless of the number of Youth attending.

#### **12. Other District 5580 Responsibilities**

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Provide each Rotary Youth Exchange student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Provide each Rotary Youth Exchange student with a list of Rotary emergency contacts, including: sending club counselor, host and sending club presidents, host and sending district governors, host and sending district chairs, and two non-Rotarian resource people (both male and female).
- Complete a student data request form for all participating Youth Exchange students and return it to Rotary International one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Rotary Youth Exchange students.
- Follow Rotary International guidelines for Rotary Youth Exchange web sites.
- Report all criminal allegations to Rotary International within 72 hours.
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures regularly.

### **13. Club Compliance**

District 5580 will monitor all participating clubs within the district and ensure that they comply with Rotary International guidelines for Youth Protection. All District 5580 clubs that wish to participate in the Rotary Youth Exchange Program must provide the district with a copy of the following for review and approval prior to participation:

- All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Names of all Volunteers who will be involved with the Rotary Youth Exchange program to confirm that such Volunteers have submitted a Volunteer Application and completed the Criminal Background Check.
- Club abuse and harassment prevention training program materials.

All District 5580 clubs must agree to carry out the following:

- Complete and return a signed Rotary International District 5580 Resolution Agreeing to Abide by the District Youth Protection Policy attached as Addendum E evidencing that the club is operating its program in accordance with District 5580 and Rotary International policies or in the alternative adopt a Club Youth Protection Policy which meets or exceeds the provisions of this Youth Protection Policy.
- If not coordinated by the district, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District 5580 Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's

host family.

- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Follow Rotary International guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

## APPENDIX A

### Rotary International District 5580 District Youth Protection Officer (DYPO) United States and Canada - Job Description

**RESPONSIBLE TO:** District Governor

**MAIN PURPOSE OF JOB:** To insure that all Rotary Clubs are in compliance with the District Youth Protection Policy and that Youth who participate in Rotary Youth activities are protected from harassment and abuse. Recommend to District leadership updates and changes to the District Youth Protection Policy and procedures as needed.

**SKILLS REQUIRED:**

- ✓ Approachable with friendly manner
- ✓ Good listener
- ✓ Well organized
- ✓ Motivated
- ✓ Familiar with state, federal, and Rotary International youth protection policies and practices.
- ✓ Proficient with Hotline procedures and checklists.
- ✓ Prepared to pass on concerns to professional agencies when necessary.

**MAIN DUTIES AND RESPONSIBILITIES:**

- ) Assist Clubs in the recruitment and selection of Club Youth Protection Officers.
- ) Assist in recruiting, selecting, and training of an Assistant District Youth Protection Officer who will function as a back-up and to ensure succession planning.
- ) Maintain familiarity with current state, federal and Rotary youth protection policies, laws, practices and ethics.
- ) Follow the District's **Abuse and Neglect Reporting Guidelines**. Report all cases of suspected abuse or neglect to the District Governor and Rotary International within 72 hours. In Canada, where it is determined that there are reasonable grounds to suspect that a child is in need of protection within the meaning of the Child and Family Services Act, R.S.O. 1990, CHAPTER C.11, the District Youth Protection Officer must confirm that the Club and the volunteer or volunteers providing the source of those reasonable grounds have reported their suspicions and the reasonable grounds to support them to a local Children's Aid Society.
- ) Ensure Club Youth Protection Officers are trained and do club training
- ) Monitor clubs for compliance with the District Youth Protection Policy and procedures, rules

- and regulations.
- ) Direct concerns and allegations of abuse or neglect to the proper authorities
- ) Maintain data base of Certified Clubs within the District.
- ) Communicate with individual Volunteers and Club Youth Protection officers concerning the Certification status of Volunteers.
- ) Develop and distribute training materials.
- ) Participate as a member of the District Youth Protection Committee.
- ) In conjunction with the District Youth Exchange Officer, develop a calendar for online or person-to-person training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- ) Establish guidelines to ensure that all those required to be trained have participated in training.
- ) Assist the District in maintaining records of participation to ensure compliance.
- ) Conduct independent investigations per RI and District policy to the extent that it does not interfere with other investigations.
- ) Comply with all Rotary International policies and procedures governing reporting allegations of abuse and neglect.

## APPENDIX B

### Rotary International District 5580 Club Youth Protection Officer (CYPO) Job Description

**RESPONSIBLE TO:** Club President and the District Youth Protection Officer

**MAIN PURPOSE OF JOB:** To insure the CYPO's Rotary Club is in compliance with all the District Youth Protection Policy and that Youth who participate are protected from abuse.

**SKILLS REQUIRED:**

- ✓ Approachable with friendly manner
- ✓ Good listener
- ✓ Well organized
- ✓ Motivated
- ✓ Trained by DYPO or other responsible and trained Rotarian familiar with District Youth Protection Policies and practices.
- ✓ Meet all requirements of a Certified Volunteer.
- ✓ Proficient with Hotline procedures and checklists.
- ✓ Prepared to pass on concerns to professional agencies when necessary.

**MAIN DUTIES AND RESPONSIBILITIES:**

- ) Assure that Certified Volunteers are trained in Youth Protection and how to respond to an abuse or neglect allegation as required by the District Youth Protection Policy.
- ) Arrange to have all volunteers who are required to be certified because of significant involvement with youth complete and submit the **Youth Volunteer Application and Background Check Form** contained in **Appendix C** to this Policy.
- ) Submit background check requests and receive information from DYPO concerning the results of background checks on individuals seeking to become Certified Volunteers.
- ) Follow the District's **Abuse and Neglect Reporting Guidelines**. Report all cases of suspected abuse or neglect to the District Youth Protection Officer or the District Governor immediately for investigation. In Canada, where it is determined that there are reasonable grounds to suspect that a child is in need of protection within the meaning of the Child and Family Services Act, R.S.O. 1990, CHAPTER C.11, the Club and the volunteer or volunteers providing the source of those reasonable grounds shall report their suspicions and the reasonable grounds to support them to a local Children's Aid Society.
- ) Immediately report all serious incidents (accidents, crimes, death) involving any Youth to the District Youth Protection Officer or the District Governor.
- ) The CYPO may, at the election of a club, also serve as the club's Youth Exchange Officer.

# APPENDIX C

## Rotary International District 5580 Youth Volunteer Application and Background Check Form

Do not use for host  
families

District 5580 is committed to creating and maintaining the safest possible environment for all participants in Rotary Youth activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Date of birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Social Security Number (required unless Background Check is completed through Portal): \_\_\_\_\_

If a member of Rotary, please indicate club and year joined. \_\_\_\_\_

### PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian)

1. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone (indicate work, home, or cell): \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone (indicate work, home, cell): \_\_\_\_\_ Relationship: \_\_\_\_\_

**CRIMINAL HISTORY**

- 1. Have you ever been convicted of or plead guilty to any crime(s)?
  - yes
  - no
- 2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order?
  - yes
  - no

If yes, describe in full. Also indicate dates(s) of crime(s) and in which country and state each took place. (Attach a separate sheet if needed)

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Driving violations or accidents? Yes No If yes please explain.

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Drivers License Number \_\_\_\_\_ Issued by \_\_\_\_\_  
State/Province

**WAIVER/CONSENT/RELEASE**

I certify that all of the statements in this Application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this application unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the District 5580 Youth Activities program or its affiliates. I further certify that I understand that District 5580 Youth Activities program’s intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5580 to investigate, verify and obtain information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and reference interviews. I understand t h a t this information will be used, in part, to determine my eligibility for a volunteer position with the District 5580 Youth Activities programs. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that the District 5580 or its affiliates will inquire about, and I authorize them to verify, my prior employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that



such inquiries are in the interest of all persons involved the District 5580 Youth Activities and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Rotary Youth Activities programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this application.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5580 Youth Protection Policy, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either District 5580 or its affiliates, or at my option. I understand and agree that the District 5580 program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE APPLICATION, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.**

\_\_\_\_\_  
Signature of Applicant (In Blue Ink)

\_\_\_\_\_  
Print

\_\_\_\_\_  
Name Date

# APPENDIX D

## Rotary International District 5580 Youth Protection Policy Abuse and Neglect Allegation Reporting Guidelines

*For use by all Certified Volunteers and Rotary Volunteers to whom a youth reports an incident of abuse or neglect*

Any Rotary Certified Volunteer or Volunteer to whom a youth reports an incident of abuse or neglect is responsible for following these ***Allegation Reporting Guidelines***.

### 1. Report from Youth

a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or neglect. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.

b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/neglect to make it stop and to ensure that it doesn't happen to other youth.

c. Get the facts, but don't interrogate. Ask the youth questions that establish what was done and who did it. Reassure the youth that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the youth's story to the District Youth Protection Officer.

d. Be non-judgmental and reassure the youth. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the youth.

e. Record. Keep a written record of the conversation with the youth as soon after the report as you can, including the date and time of the conversation. Use the youth's words, and record only what has been told to you.

### 2. Protect the Youth

Ensure the safety and well-being of the youth. If feasible, remove the youth from the situation immediately and all contact with the alleged perpetrator. Give reassurance that this is for the youth's own safety and is not a punishment.

### 3. Reporting Requirements.

Immediately report all cases of alleged abuse or neglect to the District Youth Protection Officer. You may also report any allegation of suspected abuse or neglect to law enforcement or to child protective services. You may also make a report directly to your Club Youth Protection Officer. In the event you make a report directly to your Club Youth Protection Officer, you or the CYPO must immediately also report to the District Youth Protection Officer. In Canada, where it is determined that there are reasonable grounds to suspect that a child is in need of protection within the meaning of the Child and Family Services Act, R.S.O. 1990, CHAPTER C.11, the Club and the volunteer or volunteers providing the source of those reasonable grounds shall report their suspicions and the reasonable grounds to support them to a local Children's Aid Society.

#### **4. Avoid Gossip and Blame**

To protect the privacy of the victim, the report should be kept confidential. Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during any ensuing investigation.

#### **5. Do Not Challenge the Alleged Offender**

The adult to whom the youth reports must not contact the alleged offender. In cases where the reporter or the District Youth Protection Officer notifies law enforcement or child protective services, and either of those organizations initiates an investigation, any interrogation must be left entirely to the investigating authorities. In cases of allegations of abuse or neglect which do not appear to rise to the level of a violation of state law, and which are not reported to law enforcement or child protective services, the District Youth Protection Officer, the District Youth Protection Committee and the District Governor are responsible for investigating, and will be in contact with the alleged offender after the youth has been moved to a safe environment. Any adult against whom an allegation of abuse or neglect is made will be removed from involvement in Rotary youth programs until the matter is resolved.

#### **Post Report Procedures**

The District Youth Protection Officer is responsible for ensuring that the following steps are taken immediately following receipt of an allegation of abuse or neglect:

1. Confirm that steps have been taken to ensure the safety and well-being of the youth.
2. In those cases where the allegations made, if true, might rise to the level of a violation of state law, report the allegations to a law enforcement or child protective services agency. In those cases where the allegations made, if true, might not rise to the level of a violation of state law, the District Youth Protection Officer will conduct an independent investigation of the allegations. In those cases where the allegations are reported to a law enforcement or child protective services agency, and the authorities choose not to conduct an investigation, the District Youth Protection Officer will conduct an independent investigation of the allegations.
3. Ensure the youth receives immediate support services.
4. Offer the youth an independent, Rotarian or non-Rotarian counselor to represent the interests of the youth.
5. Contact the youth's parents or legal guardian.
6. Remove alleged abuser from all contact with the alleged victim and other youth participating in Rotary youth programs while investigations are conducted.

7. Cooperate with any law enforcement or child protective services investigation.
8. Notify Rotary International and other entities (such as the U.S. State Department) of the allegations as required by RI policy or law.

***Appropriate Response for Addressing Issues Within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians***

When addressing an allegation of abuse or neglect, the most important concern is the safety of the youth. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

***Potential Disciplinary Action upon Conclusion of District, Law Enforcement or Child Protective Services Investigation***

The District Youth Protection Officer will inform the District Governor of the findings of any investigation conducted pursuant to these Guidelines. The District Governor may take any appropriate disciplinary action, including barring the alleged offender from participating in any Rotary youth programs.