

ROTARY CLUB of HELENA SUNRISE

POLICY FOR PREVENTION of ABUSE and HARASSMENT

Introduction

The Rotary Club of Helena Sunrise is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical, sexual or emotional abuse or harassment of every young or vulnerable person with whom they come into contact in connection with any Rotary program, activity or event.

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards ("RYLA"), Interact and Rotaract clubs, mentoring programs, and Rotary International Youth Exchange ("Youth Exchange"). This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with these guidelines. This policy will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred. *Nonetheless, whenever an allegation is made, the safety and well-being of youth or vulnerable persons should always be the first priority.*

Scope

This Policy applies directly to all Rotarians and volunteers in Club programs, activities, or events who come into solitary or unsupervised contact with youth or vulnerable persons including host families and Club counselors in Youth Exchange programs and leaders in RYLA, Interact, or Rotaract clubs. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which an Exchange student is residing.

Definitions

In this Policy and in the Guidelines:

“*Abuse*” means physical, emotional or sexual abuse;

“Physical abuse” means the intentional use of force to the body that results in injury. It may be a single incident or a series or pattern of incidents;

“Emotional abuse” means chronic exposure to alcohol or drug abuse, verbal attacks on a person’s sense of self, repeated rejection or humiliation. It also means exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety; and

“Sexual abuse” means improper and unwanted exposure to sexual contact, activity or behavior. This may be engaging in implicit or explicit sexual acts with a protected person, or forcing or encouraging a protected person to engage in implicit or explicit sexual acts alone or with another person of any age of the same sex or of the opposite sex. It includes, but is not limited to, any sexual touching, intercourse or exploitation, non-touching offenses, indecent exposure, or exposure to sexual or pornographic material.

“*Harassment*” means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offense or harm. It comprises any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat.

Harassment may include, but is not limited to:

- Conduct that erodes the dignity of the victim, particularly based on the victim’s color, race, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability;
- Unwelcome and demeaning remarks, jokes, and innuendos about race, sex, religion, age, national origin, marital status, color or disability;
- Use, display, or distribution of racist, pornographic, derogatory, or other offensive written material;
- Practical jokes based on race, sex, or other discriminatory grounds;
- Verbal abuse or threats;
- Inappropriate or offensive gestures;
- * Voyeurism or inappropriate photography or recording; and
- * Misuse of the internet or the telephone.

“*Sexual harassment*” means any intentional or unintentional behavior of a sexual nature that would make a reasonable person feel offended, humiliated or intimidated.

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material, or any other behavior that creates a sexually hostile environment. An act, even though not intended to, may still result in offense, humiliation or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate or intimidate.

Sexual harassment may include, but is not limited to:

- Uninvited or unwanted touching;
- Uninvited or unwanted kisses or embraces;
- Crude or sexist jokes or comments;
- Sex-based insults, taunts, teasing or name-calling;
- Making sexually suggestive or obscene comments or gestures;
- Staring or leering at a person or at parts of his or her body;
- Making promises or threats in return for sexual favors;
- Making requests for sex or sexual favors;
- Repeated invitations to go out after prior refusal;
- Unwelcome sexual flirtations, advances or propositions;
- Persistent or unwelcome questions or insinuations or comments about a person's private or sex life;
- * Offensive phone calls, letters, or internet communication:
- * Voyeurism or inappropriate use of photography or recording; and
- Sexual assault.

“*Volunteer*” means any adult involved with Rotary programs involving protected persons who has direct, unsupervised interactions with those protected persons. This includes, but is not limited to, Rotarians and non-Rotarians, their spouses and other family members.

“*Protected person*” means a youth or other vulnerable person, and

“Youth” means any person less than 18 years of age involved in a Rotary program (such as Youth Exchange, RYLA, Interact, Rotaract or any other community or youth service project), activity or event and to whom Rotary may have a duty of care, and

“Vulnerable person” means anyone who is elderly, physically or mentally disabled or infirm, or suffering from any sort of disability that might render him or her in need of protection or care, who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care.

“*Prohibited person*” means anyone who

- (a) Has been convicted of an offense which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life;
- (b) Has been convicted of any offense which, in the opinion of the District Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual; or
- (c) Is subject to a court order prohibiting that person from being in contact with any other individual.

Policy Statement

It is the responsibility of every Rotarian and every volunteer in Rotary programs to safeguard the welfare of every person with whom he or she comes into contact during Rotary activities. Special attention is to be given to protected persons. This includes the prevention of abuse and harassment.

Rotarians and volunteers should always:

- Treat protected persons with respect;
- Provide a model of good and appropriate behavior;
- Respect protected persons' right to privacy;
- Be aware that behavior can be misinterpreted even when well intentioned; and
- Challenge unacceptable behavior.

Rotary Club of Helena Sunrise Commitments

The Rotary Club of Helena Sunrise has adopted this Policy for Prevention of Abuse and Harassment in accordance with the requirements of Rotary District #5390's existing Policy for the Prevention of Abuse and Harassment. Its purpose is to enhance existing protections for youth and vulnerable persons who are involved in Rotary programs, activities or events. This policy will include guidelines on how to deal with the disclosure or discovery of abuse or harassment. This policy has been approved by the District Protection Officer.

- 1.) The Rotary Club of Helena Sunrise has designated a Club Protection Officer (CPO) responsible for the protection of youth and vulnerable persons.
 - a.) This person, along with the Club President, will complete and return a signed compliance statement yearly that the club is operating its programs for protected persons in compliance with District #5390 and RI policy.

- b.) The CPO will assure that all volunteers complete and sign the *Youth Volunteer Affidavit*.
- c.) The Club Protection Officer and/or Youth Exchange chair will provide the District Protection Officer:
1. Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to promotional materials and brochures, applications, policies, website links, etc.
 2. A list of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs, proper law enforcement agencies, community services, private services, etc.)
 3. Details of the club abuse and harassment training program.
- d.) The Club Protection Officer will conduct criminal background checks and reference checks for all volunteers involved in programs that involve protected persons.
- e.) The Club Protection Officer is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the Club Protection Officer or the alternate quickly.
- f.) The Club Protection Officer is also responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.
- 2.) The Rotary Club of Helena Sunrise will establish a process where protected persons can talk in confidence and safety with an independent person.

With respect to the Youth Exchange, this person would be the student's Rotarian counselor. Counselors should not be members of the host family, and should be trained in responding to problems that may arise during an exchange or other youth program. This is to include prevention of physical, sexual and emotional abuse and harassment. Three backup volunteers' names and contact information should be provided to students in the event of the counselor's absence.

- 3.) The Club will prepare Rotarians and volunteers to work effectively with all protected persons.

Training on abuse and harassment prevention is to be provided for all volunteers, counselors, host families, inbound and outbound students, and their parents or legal guardians. A copy of the club's policy to prevent abuse or harassment and instructions on

what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer at each such program, activity or event.

- 4.) The Rotary Club of Helena Sunrise will establish a policy of screening of volunteers, students, and host families. This policy will be in accordance with District policy. (Appendix A)
- 5.) The Club will report all suspected cases of abuse or harassment to the District Protection Officer (Appendix B) and to the proper law enforcement agency.
- 6.) Members of the Rotary Club of Helena Sunrise should always let the Four-Way Test be the guide for their ethical and moral behavior.

The Four Way Test:

1. Is it the **Truth**?
2. Is it **Fair** to all concerned?
3. Will it build **Goodwill** and **Better Friendships**?
4. Will it be **Beneficial** to all concerned?

Reporting Guidelines For Allegations of Abuse or Harassment

Definitions

In addition to the definitions already set out in the Policy, in these Guidelines:

“Complainant” means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

“Respondent” means the adult against whom a complainant has made an allegation of abuse and/or harassment.

Procedures for Adult Receiving Allegation

Any adult to whom a complainant reports an incident of sexual abuse or harassment should comply with the following guidelines.

1. Receive Report from Complainant

- a.) **Listen attentively and stay calm.** Acknowledge that it takes a great deal of courage to report abuse. 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/harassment to make it stop and to ensure that it does not happen to other protected persons.
- c.) Get the facts, but don't interrogate.** Ask the complainant questions that establish what was done and who did it. Reassure the complainant that he or she did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the complainant's story to the proper authorities.
- d.) Be non-judgmental and reassure the complainant.** 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 complainant. Assure the complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.
- e.) Record.** Keep a written record of the conversation with the complainant as soon after the report as you can, including the date and time of the conversation. Use the complainant's words, and record only what has been told to you.

2. Protect the Complainant

Ensure the safety and well-being of the complainant. If you or the complainant have any concerns regarding his or her safety, immediately remove the complainant from the situation and from all contact with respondent. Reassure the complainant that this is for his or her own safety and is not a punishment. If there are no safety concerns, determine if the complainant would nonetheless prefer to be removed or cease contact, and comply with the complainant's wishes.

3. Report to Club Committee Chair and Club Protection Officer

Immediately upon receiving the complaint, (and no later than within three working days) report the allegation to the Club Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the Club Protection Officer. They will keep the District Governor and the District Protection Officer advised and will review the complaint in order to ascertain whether it needs to be referred to an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

4. Ensure Privacy is Respected

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

5. Follow Up

Once the case has been reported to the Club and District Protection Officers and the Club Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not, however, contact the respondent about the allegation.

Procedures in Response to Allegation

The Club Committee Chair, who receives the report of an allegation, has the primary responsibility for responding to it and should comply with the following guidelines. The Club Committee Chair should work with the advice and support of the Club Protection Officer, and both should ensure that the District Governor and the District Protection Officer are fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below. For allegations involving the Youth Exchange Program, the District Youth Exchange Chair should be informed and the complainant's Rotarian counselor fully advised of all steps being taken. Unless otherwise specified, the following steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than three working days thereafter:

- 1.) Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.
- 2.) The Club President and the Club Protection Officer, shall, with the assistance of legal counsel if appropriate, immediately determine if the report should be communicated to the appropriate law enforcement agency. If the decision is made to report the allegation, the responsibility for investigation of the complaint lies with the law enforcement agency, and all District personnel should cooperate with any police investigation. The District Governor, District Committee Chair, and District Protection Officer should be kept advised constantly, and their advice weighed heavily. The Club Protection Officer should ask the police to keep him or her advised of the progress of the investigation. It is important to remember, however, that time is of the utmost importance, and the report to the appropriate law enforcement agency cannot be delayed if all of the aforementioned Rotary officers are not available.
- 3.) If a decision is made that the appropriate course of action is to investigate the allegations Internally, or if the police decline to investigate, the Club Protection Officer shall complete an investigation plan in collaboration with the District Protection Officer. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the complainant (remember that if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult):

- pursuing an informal resolution of the complaint;
- proceeding with a formal investigation;
- taking advantage of counseling, mediation, and other resources; and/or
- exploring other possible avenues of recourse including the police, appropriate provincial agencies, or the Human Rights Commission.

- 4.) Ensure the complainant receives immediate support services.
- 5.) Offer the complainant an independent, non-Rotarian counselor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.
- 6.) If the allegations involve the Youth Exchange Program, determine with the complainant's Rotarian counselor whether his or her parents should be contacted and whether the complainant should have the option of either staying in the country or returning home. For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.
- 7.) While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.
- 8.) If the allegations involve the Youth Exchange Program, the complainant's Rotarian counselor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, and the outcome of all investigations and resulting actions.
- 9.) Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant, the District Governor and the District Protection Officer.

Understanding the Needs of the Complainant

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed, confused, and may become withdrawn.

If the Youth Exchange Program is involved the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants may or may not wish to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting club depending on the circumstances. In some cases, a complainant may wish to remain in the country, but change to a different host club, or another host family, if one is available.

It may be difficult for club members, volunteers and host families, who become aware of the complaint, to understand how the complainant is feeling, but it would be helpful for the complainant to know that the club remains a support for them. Club members, volunteers and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the complainant of their support at all times.

Appropriate Behavior for Others Aware of Allegation

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make comments, or offer personal opinions that could potentially hinder any investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

Sanctions

If the allegations made against a respondent are found to be true, in addition to and independent from any civil or criminal legal consequences,

- 1.) a Rotarian who is found to have abused and/or harassed a protected person will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and
- 2.) the participation in District programs, activities and events of any non-Rotarian who is found to have abused and/or harassed a protected person will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any District Club.

Duration of this Document

This Policy may be amended or its contents changed at any time by a majority vote of the Board of Directors of the Rotary Club of Missoula. The District Governor, District Protection Officer, and Club Protection Officer shall be notified of any such changes or amendments.

Appendix A: Screening of Rotarians and Volunteers

It is the policy of District #5390 that:

- 1.) In connection with the Youth Exchange, all Club counselors, mentors, and host family members over 18 must provide the host club with a completed Criminal Record Check for working with youth, which also includes Vulnerable Sector Screening. These forms should be kept on file by the club, with a copy sent to the District Protection Officer for permanent record filing. Cost of such screening is the responsibility of the clubs.
- 2.) For all other District programs, events and activities, Rotarians and volunteers who will have direct, unsupervised interaction with protected persons will provide to the District Committee chair responsible for the program, event or activity a completed Criminal Record Check. Copies of this will be forwarded to the District Protection Officer for permanent record filing. Cost of such screening is the responsibility of the sponsoring club or committee.

3.) Student Selection and Screening:

All students interested in participating in District #5390 Youth Exchange or other youth related programs must complete a written application and be interviewed for suitability. They must attend and participate in any required district orientation and training sessions. All parents or legal guardians of students interested in participating in District #5390 Youth Exchange or other youth related programs, must be interviewed to determine the youth's suitability for participation on the program.

4.) Volunteer Selection and Screening:

All volunteers interested in participating in District #5390 Youth Exchange or other programs involving youth or other protected persons must:

- a.) Complete a *Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check.
- b.) Undergo personal interviews.
- c.) Provide a list of references.
- d.) Understand and comply with RI and district guidelines for the Youth Exchange or other program.
- e.) Meet RI and district eligibility requirements for working with students.
(RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited 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, then, for the safety of the youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.)

Host families

Host families will meet the selection and screening requirements listed above for all volunteers. In addition they will:

- a.) Complete a written application.
- b.) Participate in a comprehensive interview that determines their suitability for hosting students. This should include:
 - 1.) Demonstrated commitment to the safety and security of students.
 - 2.) Motivation for hosting a student that is consistent with Rotary ideals of international understanding and cultural exchange.
 - 3.) Financial ability to provide adequate accommodations (room and board) for the student.
 - 4.) Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being.
- c.) Agree to home visits, both announced and unannounced, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- d.) All adult residents of the host family must meet the selection and screening guidelines. This includes adult children of the host family, and other members of the extended family who reside in the home either on a full or part-time basis.

Rotarian counselors

Must meet all the criteria for all Volunteers listed above. In addition they must:

- a.) Not be a member of the student's host family.
- b.) Be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

APPENDIX B: District Protection Officer Job Description

The District Protection Officer shall be a Rotarian in good standing in District #5390 with an interest in youth and in protection of cases of harassment and abuse.

This appointment is yearly renewable for three years.

Duties:

Serves as the chair of the District Risk Management committee.

Maintains, supervises, and increases awareness of the District abuse and harassment policies.

Assures that clubs that wish to participate in, and committees that supervise, Rotary sponsored activities involving protected persons and youth such as Youth Exchange, RYLA, Interact, and Rotaract have their own policies in place that address abuse and harassment.

Assures that clubs and committees that participate in Rotary sponsored activities involving protected persons and youth such as Youth Exchange, RYLA, Interact, and Rotaract follow the District #5390 policies for abuse and harassment and the reporting guidelines for such allegations.

Assures that clubs and committees that participate in Rotary sponsored activities involving protected persons and youth such as Youth Exchange, RYLA, Interact, and Rotaract follow the District #5390 policy for screening of program volunteers, hosts and participants.

Reports to the District Governor any information regarding situations of possible abuse or harassment.

Assures that cases of abuse and harassment are reported to the proper law enforcement agency, in compliance with District policy.

Supervises District training in the prevention and awareness of abuse and harassment.

Maintains records of club and District compliance with these District policies and guidelines.

Maintains a list of local services for crisis situations as supplied by participating clubs.

Supervises the District "hot line" for crisis situations involving protected persons.

May, with the agreement of the District Governor, assist as club protection officer for those

small clubs where situations of size prohibit the confidentiality of this position.

Respectfully Submitted by:

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