



Rotary District 6440 Abuse Policy Compliance

Rotary District 6440 is committed to creating and maintaining the safest possible 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 children and young people with whom they come into contact.

I am the President of the Rotary club of _____ and I acknowledge the above stated commitment. Further, I agree that our club will conform to the rules, regulations, guidelines and policies of Rotary International, the District 6440 Youth Exchange program and its affiliates and understand that our involvement with the Youth Exchange program may be modified or terminated, with or without cause, at any time, at the option of either the District 6440 Youth Exchange program or its affiliates. I agree that our members will supply needed paperwork in a timely fashion to aid the District in complying with both Rotary and State Department requirements.

DATE:

SIGNATURES:

Club President _____

Print Name _____

Club Youth Exchange Chairperson (YEO) _____

Print Name _____

District 6440 Youth Policy

Certification Requirements and Guidelines

Certification supports student safety by establishing minimum requirements for participating Rotary International clubs. These minimum requirements set by Rotary International are currently described in the Rotary Code of Policies.

Certified clubs will need to be familiar with the District 6440 Abuse and harassment prevention / youth protection policy developed according to RCP 2.110 and 41.080. Clubs will need to comply with the following guidelines to be considered certified;

A. Screening and Selection:

1. Screening and Selection of Students:

Students must be screened by means of written preliminary application at the club level. The CSRYE application will then need to be completed which includes program rules, requirements, and signed compliance statement. Both students and parents or legal guardians must be interviewed at both club and district level.

2. Screening and Selection of Host Families:

Each Host family must be screened by means of the District written application 3/06 which includes a signed compliance statement, and authorization of reference check and criminal background check for all adult residents(18+) living at the residence.

The YEO must confirm the references provided and note written results. Applications must be filed with the District inbound Coordinator as soon as the family is identified and accepted by the club.

All family members living in the home will be interviewed in the residence to determine suitability for hosting exchange students. This in-house interview is an absolute requirement each year regardless of who is submitting the application.

The Club YEO will make announced and unannounced home visits prior to and during the exchange.

The YEO will arrange for at least two host families, but not more than four families during the exchange. Host families may be Rotarian and non-Rotarian alike. Parents of outbound students are not required to host incoming students.

3. Screening and Selection of Youth Exchange Volunteers:

Volunteers must be screened by means of a signed Volunteer Affidavit compliance statement that includes authorization of a reference check and criminal background check. (Appendix A in the Abuse Policy)

The Club President must interview club members appointed to YEO and Counselor roles to determine commitment and suitability to work with youth. The District will fund and

complete a criminal background check for all adult participants in the program who will have direct unsupervised contact with one or more Youth Exchange students.

At a minimum, Affidavits are required from the Club President, Youth Exchange Officer (YEO), and Club Youth Counselor.

The Club YEO and Rotarian counselor must not be a member of any students' host family during any part of the exchange year.

B. Orientation and Training

1. Orientation and Training of Volunteers and District Officers:

The District Youth Exchange Committee has responsibility for arranging and conducting training. Each Club YEO must attend annual training. The District will continue to provide specialized training for club Youth Exchange committee members, Rotarian counselors, and other Rotarians and non-Rotarians who are volunteers for Youth Exchange activities. The District Governor, District Youth Exchange chair and committee members will continue to receive their specialized training from Central States Rotary Youth Exchange. All training will include directions for responding to problems or concerns that may arise during the exchange, including responding to and reporting allegations of abuse or harassment.

The District has provided guidelines and training manuals on-line at the District website. The District RYE Committee will maintain records of participation and Club personnel missing orientation seminars must make arrangements for special training by members of the District Committee.

2. Orientation and Training of Students:

Outbound Students are required to attend orientation prior to their departure. Orientations must include information on program's rules, procedures, and expectations and provide abuse and harassment prevention and awareness training. Candidates missing training face termination from the Program.

Inbound Students must attend District orientation shortly after arrival into the country. The orientation must include contact information for the District Youth Protection Officer (YPO) so that students may report problems, including reports of abuse or harassment. They will also receive information on local laws and customs that may apply to young people.

3. Orientation and Training of Host Families:

Each host family must attend an orientation prior to the time the student moves into their home. Host families must receive training that includes information on program administration and rules, as well as abuse and harassment awareness and prevention. The District Committee will keep records of orientation participants.

C. Student Support and Communication

1. Club Positions and Contact Logs:

Each Club must select a Youth Exchange Officer and Rotarian Counselor after committing to and during the exchange year for every inbound and/or outbound student they host or

sponsor. The Club President can be considered to be an acceptable nominee for the Counselor position as they have overall responsibility for activities within their club. The YEO is required to maintain regular contact with students and serve as a liaison between students and Rotary club, natural family, host family, and community at large. The YEO and Counselor are required to maintain a contact log itemizing interaction between the students and themselves. Logs must be sent to the District Inbound Coordinator at the completion of the exchange year.

2. Emergency Contacts:

The District YPO will maintain a hotline ensuring that students can contact an emergency counselor by telephone at all times.

Outbound students must be provided information on the following contacts before their departure:

- ❑ Our district's Youth Exchange chair and governor
- ❑ Sponsoring club president
- ❑ Sponsoring club's Rotarian counselor
- ❑ Two non-Rotarian resource persons named by the YPO from the District, one male and one female

Inbound students must be provided information on the following contacts before or upon arrival to host country:

- ❑ Hosting club's YEO and Rotarian counselor
- ❑ Our district's Youth Exchange chair and governor
- ❑ Hosting club's president
- ❑ Two non-Rotarian resource persons named by the YPO from the district, one male and one female
- ❑ Local medical, dental, and mental health care professionals
- ❑ Local law enforcement agencies
- ❑ Local social service resources, where available, including suicide prevention hotlines, rape crisis hotlines, and local child protection agencies

3. Evaluations:

Post-exchange evaluations must be conducted with Rebound students and host families for your Inbound Students.

D. Incident Handling

The District has Abuse Policy outlines procedures for reporting and handling incidents that may arise during exchanges, including, but not limited to, early returns and reports of abuse or harassment. The District has procedures for removal from the program of any Youth Exchange participant who does not comply with requirements of the program.

1. Early Returns:

In the case of early returns, the District has a duty to make the decision and then fully inform all parties involved in the exchange, including hosting and sponsoring Rotary club and district, host families, and the student's parents or legal guardians *before* the student departs.

2. Allegations:

Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved. Any Rotarian who admits to/is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.

Any non-Rotarian who admits to/is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context.

3. Reporting:

All serious incidents such as accidents, crimes, etc. and any allegations of abuse or harassment shall be reported to District Chair or YPO within 24 hours. The YPO will be responsible to report to the District Governor and contacting the student's parents and sponsoring district.

Report all such incidents to the YPO and District first, followed by a report to appropriate law enforcement authorities after consultation with the YPO. The YPO has identified appropriate law enforcement offices to which all allegations of abuse or harassment must be reported.

The Club must establish a reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during investigation.

The District YPO will act for the safety and support of any student after an allegation of abuse or harassment including the removal of the student from all contact with an alleged offender and/or host family. If needed, the student will be moved and temporary housing will be made available. The District Abuse Policy will be the guideline for completing an independent and thorough investigation of any reports of abuse or harassment, including identifying the individuals responsible for the investigation. Criminal investigations will be handled by the appropriate law enforcement agency. There will never be any attempt to cover up any allegations stemming from any Rotarian source.

District 6440 Youth Exchange Youth Volunteer Affidavit

This form must be completed by all adults, age 18 or older, who are identified as a "Volunteer" under the Rotary District 6440 Youth Abuse and Harassment Prevention Policy, including all adults living within a host family household.

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PERSONAL INFORMATION – Please print clearly

LEGAL NAME: _____
Last First Middle

Address: _____

City, State, Zip: _____ Sex: M F

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

Date of Birth: ____/____/____ Social Security Number: _____

RYE Position Applied for: _____

I am a member of the Rotary club of _____ Year joined: _____

Have you held a Youth Exchange position in the past? Yes No If yes, what position and when?

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

1. Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Relationship: _____
2. Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Relationship: _____
3. Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Relationship: _____

QUALIFICATIONS AND TRAINING

What qualifications and/or training do you have relevant to Youth Exchange or this position?
Please describe in full.

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)

WAIVER/CONSENT/RELEASE

I certify that all of the statements in this affidavit, 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 affidavit 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 6440 Youth Exchange program or its affiliates.

I hereby give my permission for District 6440 to investigate, verify and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 6440 Youth Exchange program. 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 6440 Youth Exchange program 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 6440 Youth Exchange Program, and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Exchange program, 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 (“Indemnites”), 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 Indemnites, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, guidelines and policies of Rotary International, the District 6440 Youth Exchange program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 6440 Youth Exchange program or its affiliates, or at my option. I understand and agree that the District 6440 Youth Exchange 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 AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Applicant Signature: _____ Date: _____

Please Print Name: _____

September 10, 2005