

**ROTARY CLUB OF ESSENDON INC
 DISTRICT D9800
 PROTECTION POLICY**

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1. BACKGROUND

All Rotarians desire to ensure that all children, vulnerable adults and other persons that participate in Rotary Organised Programs ('ROPs') are respected, protected and safe from abuse and harassment.

The development and implementation of this policy for The Rotary Club of Essendon ('RCE') represents a statement of policy required to be complied with by the club and all members.

The policy does **NOT** apply to the Youth Exchange Program which has a District 9800 protection policy specific to it, but otherwise applies to **ALL** other programs (or projects) conducted by the RCE and Rotarians.

The policy seeks to provide a clear statement of principles and strategies aimed at protecting all children, vulnerable adults and other persons who participate in ROPs from abuse and harassment.

The policy is based on and incorporates provisions of the Rotary D9800 Protection Policy and is to be read in conjunction with that policy.

Key Elements Of The Policy

All members of the RCE:

- Are committed to creating and maintaining the safest possible environment for all participants in ROPs;
- Accept the responsibility to safeguard to the best of their ability the welfare of all children, vulnerable adults and other persons that participate in ROPs;
- Will act to ensure that their spouses or partners and other volunteers engaged in ROPs understand the core principles and strategies of this policy and apply them in their dealings with children, vulnerable adults and other persons that participate in ROPs
- Are committed to Aboriginal cultural safety, culturally and/or linguistically diverse cultural safety and the safety of children with a disability.
- Will comply with the D9800 Advice to Members and Code of Conduct.

This commitment will be implemented through the following strategies:

- The Board will ensure that this policy is communicated to the members and placed on the RCE website so that it is freely available to be viewed by members and members of the public;
- The RCE President:
 - will take primary responsibility at Board level for the implementation and enforcement of this policy;
 - will have responsibility for developing and conducting training sessions for RCE Directors and members;
 - will be responsible for ensuring compliance with the relevant protection policy by the RCE's Youth Committee;
- will appoint a Club Protection Officer who will be responsible for the enforcement of this policy in ROPs of the RCE.

The Club Protection Officer will report directly to the President of the RCE. His or her responsibilities include –

- Ensuring compliance with this policy by the RCE for all ROPs conducted by the club;
- Maintaining a register of club members and details of their Working With Children Check ('WWCC's');
- Maintaining a register of club members and details of completion of their Volunteer Declaration Forms;
- Educate club members as to this policy, its purpose and the need for strict compliance;
- Liaise with the District Protection Officer, or another member of the District Protection

Committee in his or her absence, in relation to any allegation or incident which has the potential to activate the policy procedures for handling reports and allegations, whilst ensuring that the club President is kept fully informed.

- The Club Protection Officer will annually, and on an as needs basis, attend training in relation to this policy at the District Assembly.

2. INTRODUCTION

2.1 This policy has been developed along best practice guidelines

To ensure that:

- The RCE has the resources for the prevention of abuse and harassment to all persons engaged in ROPs;
- There is a system in place that encourages and facilitates the timely reporting of alleged incidents of abuse and harassment;
- All Rotarians, their partners and spouses and other volunteers in ROPs are clear as to their responsibilities regarding the prevention of abuse and harassment.

2.2 Policy Application

This policy applies to:

- All Rotarians engaged in ROPs;
- The spouses or partners of Rotarians engaged in ROPs; and
- Other persons engaged as volunteers in ROPs.

2.3 Working with Children Act 2005 (Vic)

This policy is complimentary to the application of the Working With Children Act 2005 (Vic) and, if there is any inadvertent inconsistency between the policy and the Act, the Act prevails.

2.4 District 9800 Harassment Policy

The District 9800 Harassment Policy is a separate document but an integral component of this policy and should be read in conjunction with this policy. The policy is set out on the District website in the Governance Section.

3. DEFINITIONS

3.1 Rotary Organised Programs (ROPs) (including projects) Meaning

Any District or club program or project initiated at a club, District or Rotary International level is an ROP.

3.2 Sexual Abuse Meaning

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

3.3 Physical Abuse Meaning

Physical abuse is any physical harm inflicted upon a person and includes but is not limited to:

- Providing insufficient nourishment for the person;
- Depriving the person of a reasonable amount of sleep;

- Requiring the person to do an unreasonable amount of work;
- Inflicting physical pain on the person.

3.4 Sexual Harassment Meaning

Sexual advances, requests for favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitise 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 another 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;
- Sexually leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

3.5 Emotional Harassment Meaning

Emotional harassment is any action or comment which unreasonably disturbs the other person. This includes but is not limited to repeated comments about a person's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the person to whom they were directed.

3.6 Abuse and Harassment

Abuse and harassment refers to any form of harmful treatment described above whether it is sexual, emotional or physical.

3.7 Young Person (or child)

A young person is a person under the age of eighteen years.

3.8 Vulnerable Adult means

Vulnerable adult means an adult person who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to protect him or herself against significant harm or exploitation.

3.9 Working With Children Check Card ("WWCC")

The card issued by the Department of Justice pursuant to the Working With Children Act 2005 after application has been made and police records checked.

4. GENERAL PREVENTION PRINCIPLES

4.1 Compliance with Working With Children Act 2005 ("WWCA")

By the operation of section 33 of WWCA it is an offence for a person to engage in child-related work knowing that the person does not have a current WWCC or is reckless as to whether he or she has one.

Further, by operation of section 35 WWCA, it is an offence for a club to engage a person in child-related work knowing that such person does not have a current WWCC or is reckless as to whether

he or she has one.

Child-related work is relevantly defined in the WWCA as *‘work that involves, or is likely to involve, regular direct contact with a child in connection with an activity in circumstances where that contact is not directly supervised by another person’*.

Supervised has its ordinary, everyday meaning. A supervisor is a person who has the role of overseeing the work of another person while that person engages in the work.

District clubs, Rotarians and non-Rotarian volunteers on ROPs are **obliged** to comply with the WWCA by holding ensuring that all persons have a current a WWCC when engaged in youth programs, whether District or club programs.

4.2 Primary Prevention Principle

All Rotarians and non-Rotarian volunteers engaged in ROPs who will have regular direct contact with a child in connection with a District or club youth program **MUST** have a current WWCC.

This applies to all involved in the District programs of

- RYLA (Rotary Youth Leadership Award),
- RYPEN (Rotary Youth Program of Enrichment),
- MUNA (Model United Nations Assembly), and
- the Science programs
- as well as club programs which involve regular direct contact with a child.

Further, for the avoidance of doubt, this policy applies to all relevant aspects of the operation of Rotaract, Interact and Earlyact within the District.

4.3 Further Prevention Principles

- As the RCE also may deal with vulnerable adults in undertaking ROPs it is the District policy that all Rotarian and non-Rotarian volunteers who have regular direct contact with vulnerable adults must have a current WWCC.
- District 9800 has created a structure at District and club level to educate Rotarians about identifying and responding to abuse and/or harassment.
- District 9800 has created a system that encourages and facilitates the timely reporting of any allegations of abuse and/or harassment.
- The RCE is committed to complying with the structure and system created by D9800.

5. DISTRICT 9800 PREVENTION STRATEGIES

5.1 Appointments

District 9800 has appointed a **District Protection Officer** who reports to the Board through the District Governance Director and whose responsibilities include –

- Communicating regularly with clubs about this policy;
- Providing annual training at District Assembly, PETS and SETS and on an as needs basis, for Club Protection Officers, Presidents and Secretaries regarding club compliance with the policy;
- Ensuring that established procedures for responding to allegations of abuse and/or harassment are followed appropriately;
- Ensuring regular reviews of the policy at least bi-annually;
- Chairing the District Protection Committee.

District 9800 has mandated that each club shall appoint a **Club Protection Officer** who will report directly to the President of his or her club and whose responsibilities include –

- Ensuring compliance with this policy by his or her club for all ROPs conducted by such club;
- Maintain a register of club members and details of their WWCC;
- Educate club members as to this policy, its purpose and the need for strict compliance;
- Liaise with the District Protection Officer, or another member of the District Protection Committee in his or her absence, in relation to any allegation or incident which has the potential to activate the policy procedures for handling reports and allegations, whilst ensuring that the club President is kept fully informed.

District 9800 has appointed a **Youth Exchange Protection Officer** who will report directly to the District Protection Officer and whose responsibilities include –

- Ensuring compliance with the protection policy applicable to the Youth Exchange Program only, known as the Rotary District 9800 Youth Abuse and Harassment Prevention Policy and Certification Requirements (the YEXPP), by those persons participating in the Youth Exchange program;
- Ensure that the District Youth Exchange Committee maintains a register of WWCC for those participating in the program;
- Educate those participating in the Youth Exchange Program at least annually as to the YEXPP, its purpose and the need for strict compliance;
- Liaise with the District Protection Officer, or the District Governance Director in his or her absence, in relation to any allegation or incident which has the potential to activate the reporting guidelines in the YEXPP whilst ensuring the YEX Committee Chair is kept fully informed.

District 9800 has appointed a **Youth Programs (non YEX) Protection Officer** who will report directly to the District Protection Officer and whose responsibilities include –

- Ensuring compliance with this policy by the District Youth Program (non YEX) committees of their respective District programs by those persons participating in such programs;
- Ensure that the respective District Youth Program (non YEX) committees maintain a register of WWCC for those participating in the programs;
- Educate those participating in the District Youth Program (non YEX) at least annually as to this policy, its purpose and the need for strict compliance.
- Liaise with the District Protection Officer, or the District Governance Director in his or her absence, in relation to any allegation or incident which has the potential to activate the policy procedures for handling reports and allegations, whilst ensuring the chair of the respective program committee is kept fully informed.

The District Protection Officer shall chair the **District Protection Committee** which shall comprise the following –

- District Protection Officer;
- Youth Exchange Protection Officer;
- Youth Programs (non YEX) Protection Officer; and
- Such others as requested by the District Protection Officer and approved by the District Board.

The District Governor and District Governance Director shall be ex officio members of the District Protection Committee.

The functions of the District Protection Committee shall include the following –

- Coordination and regular provision of the education and training process relevant to this policy and the YEXPP;
- Review on a regular basis of the District protection policies to ensure currency;

- Recommendations to the District Board as to improvements that can be made to improve the processes and procedures under the protection policies to ensure compliance within the District.

5.2 Education And Training

District 9800 will provide annual training in relation to the District protection policies as follows

- At PETS of President Elects;
- At SETS of Secretary Elects;
- At District Assembly of Club Protection Officers;
- Of those participating in the Youth Exchange Program;
- Of those participating in District Youth (non YEX) Programs.

The District Protection Officer will be available to present at clubs if desired in relation the District protection policies.

Through such education and training clubs will be made aware of the resources both personal and documentary that are available to assist should issues arise during the course of a ROP.

5.3 Transportation

It is recommended practice that in the circumstances where there is just a child and a driver in a motor vehicle that such transport be restricted to the normal day-to-day activities in the immediate local area and such driver shall be a person with no less than one year's driving experience.

In the event that the journey is longer, such as a sightseeing tour or transport to a Rotary camp, it is recommended that a third person or more be present in the motor vehicle.

These recommendations are for the benefit of the child and the driver alike.

6. RESPONSE TO AN INCIDENT OR ALLEGATION

6.1 District Protection Protocol (DPP)

The DPP will be implemented immediately if concerns are raised, orally or in writing, by any individual about any alleged abuse and/or harassment of any participant in a ROP.

6.2 Critical Action Steps Of The DPP

Step 1 – Any concern about the safety and well-being of any person taking part in an ROP shall be reported immediately as follows –

- If the ROP is a District Managed Youth Program (non YEX)
 - to the Youth Programs (non YEX) Protection Officer,
 - the Youth Program Committee Chair and
 - the District Protection Officer.
- If the ROP is a club program,
 - to the Club Protection Officer,
 - the Club President and to
 - the District Protection Officer.

(Please refer to the **flow chart** accompanying this policy which is **Schedule A**)

Step 2 – The Club Protection Officer, or Youth Programs (non YEX) Protection Officer, will as soon as possible complete a **District Protection Incident Report**.

(Please refer to the Report form which is **Schedule B**)

Step 3 – The Club Protection Officer, or Youth Programs (non YEX) Protection Officer, will immediately disclose and discuss details of the allegations with the District Protection Officer to ascertain whether the reported incident is a matter of suspected abuse and/or harassment. The District Protection Officer must inform the District Governance Director and the District Governor.

Step 4 – The Club Protection Officer, or Youth Programs (non YEX) Protection Officer, in association with the District Protection Officer, will as soon as possible develop a clear and documented Response Plan for meeting the needs of the alleged victim for protection and support, whether abuse or harassment be suspected or not. The Response Plan will identify the need for the involvement of external agencies or services including Victoria Police or the Child Protection Services of the Department of Human Services.

Step 5 – In the case of suspected harassment the District Protection Officer, and/or the District Governor, may refer the matter back to the Club protection Officer and Club President for possible resolution of the issue through counselling and/or mediation.

Step 6 – In the event that abuse of a child, vulnerable adult or any other person is reasonably suspected or confirmed, the Club Protection Officer or Youth Programs (non YEX) Protection Officer, in association with the District Protection Officer, District Governance Director and District Governor, will –

- Act to ensure the immediate safety of the child, vulnerable adult or other person;
- Inform the parents/carer/guardian of the child or vulnerable adult as soon as possible.
- Provide information about the child or vulnerable adult's incident to his/her parents/carer/guardian and advise regarding resources for specialist trauma counselling.
- Consult with the Victoria Police and/or Child Protection Authorities about their possible involvement.

Step 7 – The District Protection Officer will provide support and other advice to the Club Protection Officer or Youth Programs (non YEX) Protection Officer and the Club President or Youth Program Chair as required during the implementation of the Response Plan.

Step 8 – The District Protection Officer will be responsible for ensuring that the District Governor is informed of both the process and the outcomes to the Response Plan as soon as practicable.

Step 9 – The Club Protection Officer or Youth Programs (non YEX) Protection Officer and the Club President or Youth Program Chair are responsible for continuing to ensure that ongoing support for the child, vulnerable adult or other person is provided.

7. RISK MANAGEMENT

Rotary International is recognised around the world for its many years of outstanding commitment to working with youth and vulnerable adults.

There is a wide depth of Rotary programs conducted in District 9800 every year which involve as participants children, vulnerable adults and other persons.

In accordance with the duty of care that the law imposes, it is strongly recommended that all clubs undertake a risk assessment of its ROPs.

(Please refer to the attached **Risk Management Form** which is **Schedule C**)

8. CONCLUSION



ROTARY CLUB OF ESSENDON

This policy is implemented for the purpose of providing, as best one reasonably can, protection from abuse and/or harassment by children, vulnerable adults and other persons participating in ROPs.

The core essence of the policy is compliance with the law as provided in the WWCA. Clubs and Rotarians in the District are obliged to comply with this policy.

Compliance with the policy will minimise the risk of abuse and/or harassment occurring and also provide a system that encourages and facilitates the timely reporting of incidents.

The policy is all about –

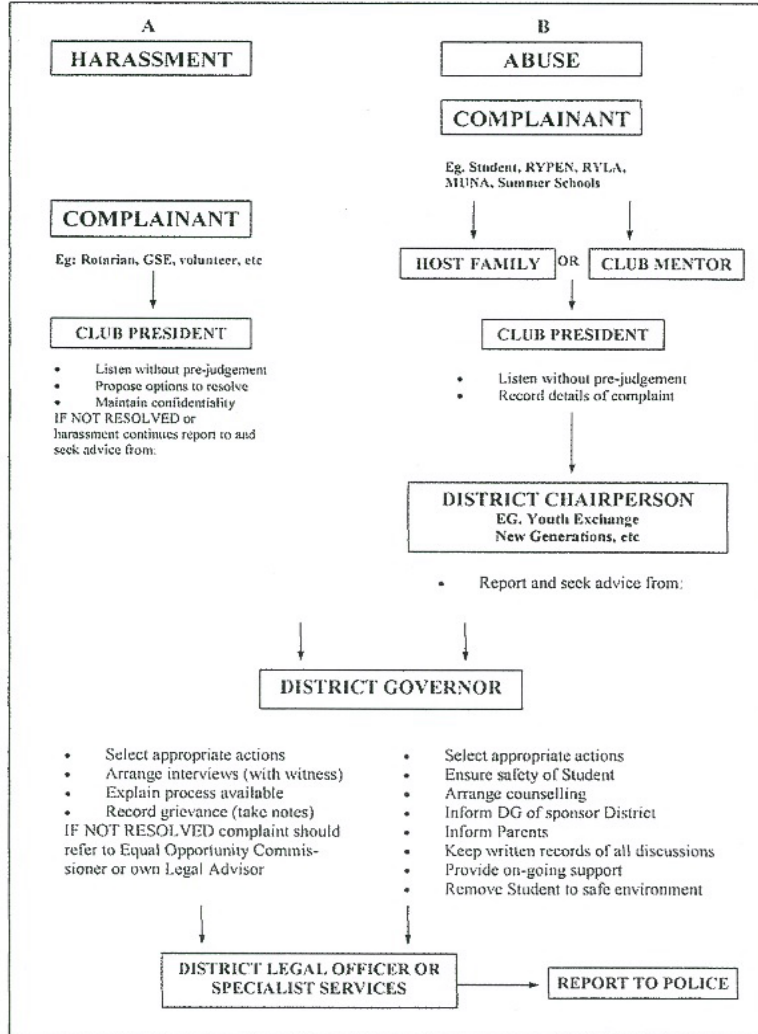
- Public protection;
- Rotarian protection; and
- Rotary brand protection.

THE ORIGINAL FORM OF THIS POLICY WAS ADOPTED AT THE MEETING OF THE BOARD OF ROTARY INTERNATIONAL DISTRICT 9800 INCORPORATED ON 11th DAY OF DECEMBER 2014

POLICY AS APPLIED TO THE ROTARY CLUB OF ESSENDON ADOPTED ON THE ## DAY OF ##
2020

SCHEDULE A – FLOW CHART

FLOW-CHART FOR HANDLING COMPLAINTS: (ROTARY DISTRICT 9800)



SCHEDULE B - SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING

INTRODUCTION

District and Rotary International are committed to protecting the safety and well-being of all youth program participants 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 young people must always be the first priority.

DEFINITIONS

- (a) **Commission** means the Commission for Children and Young People established by section 6 of the Commission for Children and Young People Act 2012
- (b) **Sexual Abuse** means engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite gender. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.
- (c) **Sexual Harassment:** includes sexual advances, requests for sexual favours, 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:
 - (i) 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.
 - (ii) Verbal abuse of a sexual nature
 - (iii) 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.
- (d) **Student** is an individual who is participating in a Rotary District Youth Exchange Program, regardless of whether he or she is of legal age of majority. A Student may be outbound (planning to or actually studying overseas) or inbound (studying in Australia)
- (e) **VRQA** means Victorian Registration and Qualifications Authority established under Chapter 4 of the Education and Training Reform Act 2006

ALLEGATION REPORTING GUIDELINES

1. *Who should determine if it is sexual abuse or sexual harassment?*

Upon hearing allegations, if you think that the alleged conduct does or might constitute abuse or harassment that is sexual in nature then this policy applies to that allegation unless proved otherwise. After ensuring the safety of the student, the adult should immediately report the allegations to appropriate child protection or law enforcement authorities. In some countries, this reporting is required by law.

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

2. *Receive the report.*

- (a) Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report sexual abuse or sexual harassment. 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 in order to make it stop and ensure that it doesn't

happen to others.

- (c) Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
- (d) Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- (e) Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

3. Protect the young person.

- (a) Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser.
- (b) Reassure the youth that this is being done for his or her safety and is not a punishment.

4. Report the allegations to appropriate authorities

- (a) Immediately report all cases of sexual abuse or harassment. It is assumed that any such conduct is covered by the Reportable Conduct Scheme and reports should be made to:
 - (i) The Police. If concerned about the immediate safety of the child, call the 24 hour Child Protection Crisis Line 131278
 - (ii) The Commission (unless you are certain that the participant is 18 years or older). Reports to the Commission are made on the Commission's website at: <https://ccyp.vic.gov.au/reportable-conduct-scheme/notify-and-update/>
or by phone to: (03) 8601 5281
or by email: childsafestandards@ccyp.vic.gov.au
Note: If a report is made to the Commission, the District Governor also has a personal obligation to make a report in respect of the same allegation. Please bring your report to the attention of the District Governor and do not rely on the report you make being brought to the attention of the District Governor.
The VRQA (if you believe that the person is an (exchange) Student). Reports to the VRQA are made by email to:
vrqa.student.exchange@vrqa.vic.gov.au
 - (iii) then to the Club and District leadership for follow-through
- (b) In most situations, the first Rotary contact is the Club Counsellor who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the district youth program chair or District Governor should be the first Rotary contact.

District will cooperate with police, the Commission, VRQA, RI and any other legal investigations.

5. Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to

protect the rights of both the victim and the accused during the investigation.

6. Do not challenge the alleged offender.

- (a) Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities.
- (b) In cases of noncriminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

7. Follow-through procedures by District

Either the district youth programs chair or district youth protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

- (a) Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
- (b) Ensure notification to the District Governor promptly as the DG has three business days in which to report to the Commission and 72 hours in which to report to RI
- (c) If law enforcement agencies will not investigate, or where the investigation is complete, the District Governor has investigation and reporting obligations to the Commission. The DG may assign the investigation obligations to the district youth protection officer or district review committee should coordinate an independent review of the allegations.
- (d) Ensure that the student receives immediate support services.
- (e) Offer the young person an independent, non-Rotarian counsellor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
- (f) Contact the Student's parents or legal guardian. If the student is away from home, the Student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
- (g) Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
- (h) Cooperate with the police or legal investigation, including those of the Commission and the VRQA.
- (i) After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

Post allegation report considerations

8. Responding to the needs of the youth program participant.

- (a) District will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.
- (b) After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club.
- (c) Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive.

- (d) Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

9. Addressing issues within the club

- (a) When addressing an allegation of abuse or harassment, the most important concern is the safety of youth.
- (b) Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations.
- (c) Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals.
- (d) Comments made against an alleged abuser could lead to a defamation claim filed against Rotarians or clubs by the alleged abuser.



SCHEDULE C - RISK MANAGEMENT FORM

1. Describe the activity / project being undertaken.

.....
.....
.....

2. Detail the people participating in the activity / project (does it involve non Rotarians, members of the public or other organisations or third parties?)

.....
.....
.....

3. Have you required any other organisation, group or person who is taking part in the activity to provide their own "Public Liability Insurance"? (Other organisations or groups should have their own Public Liability Insurance Cover; and individuals should have their own cover or at least be made aware that they are not covered under Rotary insurance unless specifically noted. Ideally you should obtain a written indemnity from any other organisation, group or third party involved or associated with the activity).

.....
.....

4. Have you been asked by any other organisation or person to
(a) indemnify them as a third party or
(b) hold any other organisation "harmless" under the Rotary Insurance for the activity? (If yes, refer to your District Insurance Officer for advice before entering into any agreement).

.....

5. Describe the potential hazards (or dangers to the general public and persons working on project).

.....
.....

6. Have there been prior incidents / accidents on this type of project? If "Yes", detail when, how and the result.

.....
.....
.....



7. What action / steps can be taken to:
(a) remove or eliminate the hazard or danger;

.....

- (b) isolate the source of the hazard or danger;

.....

- (c) reduce the likelihood of it happening;

.....

- (d) reduce the seriousness of the impact if it does happen.

.....

ANY QUERIES OR QUESTIONS SHOULD BE ADDRESSED WITH THE DISTRICT INSURANCE OFFICER IN ORDER TO OBTAIN PRIOR AGREEMENT FROM THE INSURER.

DO NOT ASSUME. OBTAIN CONFIRMATION OF COVER UNDER ROTARY INSURANCE.