

Rotary Zone 8 *Youth Protection Policy Summary & Forms

* For the purpose of this policy summary, the term Youth refers to any individual who participates in a Rotary Youth Program regardless of whether or not he or she is of legal age of majority, and also referred to in this document as young people, children, child, youth, student, or young person.

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the RI Board of Directors, November 2006

1. Introduction

This Youth Protection Policy Summary applies to those Rotarians and non-Rotarians who participate in Rotary Youth Programs. The summary is in accordance with rules and procedures set out in the Rotary International Youth Protection Guide and the expectations of our insurers. It also complies with legislative requirements common to all Australian States and Territories. Additional requirements might be necessary to conform with applicable legislation where the District lies. These requirements apply to all adult persons working with young people entrusted to their care and must be adhered to.

Districts might wish to create more comprehensive policies using this summary as a template by including specific legislative requirements as appendices.

2. Definitions

Abuse	Sexual, physical, emotional, or verbal mistreatment of a young person
Child	A young person in a Rotary youth program under the age of 18 years.
RI	Rotary International
RYE	Rotary Youth Exchange
RYP	Rotary Youth Program
Volunteer	An adult involved in Rotary Youth Programs who has direct interaction either supervised or unsupervised with young people in such a Program
Responsible Adult	A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/students.
DIO	District Insurance Officer
DYPO	District Youth Protection Officer
WWC	The terminology used for a Police history check
Screening:	A process of checks to determine a person's suitability to work with young people.

3. Purpose

The purpose of this Policy is to:

- a) protect young people entrusted to Rotary's care whilst participating in a Rotary program
- b) ensure that all parties are aware of their responsibilities and obligations to identify the possible risk of child abuse, and to establish controls and procedures for preventing such abuse and/or recognising such abuse when it occurs.
- c) provide guidance on actions that should be taken where a person suspects child abuse within any Rotary Youth Program.
- d) provide a clear statement to members, employees, directors, volunteers, spouses and contractors forbidding any such abuse, and
- e) provide assurance that any and all suspected abuse will be reported and fully investigated
- f) outline the volunteer screening requirements

4 Scope

- 4.1 This Policy applies to all adults who participate in a Rotary organised Youth Program (including Rotaract).

5 Guiding principles

- 5.1 This Policy is based on the following principles:

- a) Districts have a zero tolerance for child abuse
- b) The best interests of the young person are paramount
- c) Youth protection is a shared responsibility
- d) All young people have a right to feel safe and be safe, and have rights to protection from abuse
- e) Districts will acknowledge the diversity of all young people, including (but not limited to) Aboriginal and Torres Strait Islanders, youth from diverse backgrounds and disabilities, and young people from the LGBTIQ community, and make reasonable efforts to accommodate their needs
- f) Everyone covered by the Policy must also comply with the Rotary's Code of Conduct, which sets stringent standards for personal behaviour.

6 General District and Club responsibilities

- 6.1 For insurance purposes, it is a requirement that all Clubs complete and return the Club Insurance & Compliance Declaration to their DIO by 30th April each year.
- 6.2 All Rotary clubs will have a Youth Protection Officer whose duties involve supporting the club's board to maintain their youth protection compliance procedures insuring the completion of all required protection documentation as required by State or Territory legislation.

7 Screening and suitability checks

- 7.1 The suitability of all members / volunteers / contractors assisting in RYPs will be carefully assessed in accordance with their roles. Those with the following roles are defined as needing a screening to become YOUTH PROGRAM VOLUNTEERS.
 - 7.1.1 Those whom are not directly supervised while with a young person for a period of time (being such time that might allow grooming or abuse to occur)

- 7.1.2 who might transport a young person in their private vehicle (excluding any transport needed in emergency care or where there is direct consent from a parent or guardian (incl YEP host parents In loco parentis)),
- 7.1.3 who supervise overnight accommodation for a program (i.e. home billet or accommodation within program), or
- 7.1.4 manage the confidential records of young people
- 7.2 Prospective YOUTH PROGRAM VOLUNTEERS are required before commencing:
 - 7.2.1 complete a Rotary Youth Volunteer Information and Declaration
 - 7.2.2 attend a comprehensive interview
 - 7.2.3 provide three referees
 - 7.2.4 have a current Working With Children Check by relevant authority
- 7.3 Some jurisdictions might require that any person responsible for storing documents which contain people's personal information such as medical records, even though they may not have direct contact alone with young people, be assessed in the same way as a YOUTH PROGRAM VOLUNTEER.
- 7.4 It is an RI requirement that the Chairs of all District Youth Committees even though they may not have direct contact alone with young people, are assessed as a YOUTH PROGRAM VOLUNTEER.
- 7.5 All other members / volunteers assisting in a RYP may be defined as a RESPONSIBLE ADULT:
 - 7.5.1 A RESPONSIBLE ADULT is any adult who, in a family or group situation for a short period of time, is responsible for caring for a young person.
 - 7.5.2 The adult shall be in a position to offer the young person, guidance or an educational, cultural, or recreational experience.
 - 7.5.3 This adult will not have been police checked or formally reference checked because the experience or contact is such that there is virtually no opportunity for misconduct to occur.
 - 7.5.4 The person responsible for the youth / student (Parent / legal guardian) needs to be satisfied, in the same way a conscientious parent would be satisfied, that this adult is suitable for their own underage son or daughter to stay or associate with for a short period of time.
- 7.6 Wherever possible, it is desirable to have two or more RESPONSIBLE ADULTS together with a young person at any one time or more than one young person present.

8 Additional responsibilities

8.1 Transportation

Refers to the conveyance of young people by private transport.

It is important to recognize that the following guideline is given to assist Rotary clubs and volunteers when a young person is being transported in a vehicle with the driver only.

- Under these circumstances the driver will have undergone screening by way of a Volunteer Declaration.
- Where there is a driver and another adult person in the vehicle, each should have a WWC clearance as a minimum.
- The young person should occupy the rear seat of the vehicle
- It should be understood that these guidelines are for the benefit of both the young person and driver alike, and common sense should be applied in all circumstances.

Travel

This definition excludes normal day to day local activities.

It is recommended practice that in the circumstances where there is just a young person and driver only in a vehicle that such transport is restricted to the immediate area of the community, and such person shall be a licensed driver with no less than one year's driving experience and has completed a Volunteer Declaration.

In the event that the journey is a tour, sightseeing, or the like, it is recommended that a third person or more be present.

YEP Travel

Travel refers to Youth Exchange students' movements away from their usual hosted address.

All travel which is more than overnight, away from their usual address and outside the immediate area of the community, must be approved and authorized by all parties upon the completion of the relative "Travel Request Form". Interstate or overseas travel always requires authorization by the District Chair.

This definition excludes normal day to day local activities in accordance with inter district agreements.

- 8.2 Where Rotary is assisting in a child and youth program which is under the control of another organisation (such as a school, RYDA, NYSF), the protection requirements set out in this document still apply together with any additional requirement the other organisation may require.
- 8.3 Should a Rotary youth committee officially promote, select, and sponsor students for a program which is run by another organisation, e.g. the National Youth Science Forum, it is their responsibility to ensure the organisation has appropriate screening and safety procedures in place.
- 8.4 Should any person know or have a reasonable suspicion that a child has been abused, harassed, mistreated, or neglected, in a Rotary program, it is their legal obligation to notify all appropriate State and Territory authorities. It is not a requirement to have proof, or evidence as it is the role of state authorities to investigate.
- 8.5 Prior to the commencement of any Rotary project or activity an Insurance Pro Forma must be completed and forwarded to the District Insurance Officer for approval

9 Rotary Youth Exchange – specific risks

- 9.1 RYE is a District program administered for clubs by the District Youth Exchange Committee. To participate in the YEP each District and Club must be RI "Certified"
- 9.2 The very nature of the Program has specific risk management requirements and RI Certification procedures must be strictly adhered to.
- 9.3 The RYE manual details these requirements

10 Reporting child and youth abuse

Reporting Guidelines:

Allegation Reporting Guidelines For use by all adults to whom a young person reports an incident of abuse or harassment. Any adult to whom a young person reports an incident of sexual abuse or harassment is responsible for following these Allegation Reporting Guidelines.

1. Report the matter to Police
 - a. Listen attentively and stay calm. Acknowledge that it takes a lot 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 doesn't happen to other students.
- c. Get the facts, but don't interrogate. Ask the student questions that establish what was done and who did it. Reassure the young person that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the young person's to the proper authorities.
- d. Be non-judgmental and reassure the young person. 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 student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- e. Record. Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the young person's words, and record only what has been told to you.

Report the matter to the DG who shall notify Rotary International within 72 hours

- 2. Protect the young person. Ensure their safety and well-being. Remove the young person from the situation immediately and all contact with alleged abuser or harasser. Reassure them that this is for their own safety and is not a punishment.
- 3. Report to Appropriate Law Enforcement Authorities Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. In the case of YEP, the first Rotary contact is the Rotarian counsellor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counsellor, the district Youth Exchange chair should be contacted.
- 4. Avoid gossip and blame. 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 the investigation.
- 5. Do not challenge the alleged offender, the adult to whom the young person reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the District Youth Protection Officer and District Governor are responsible for investigating and will be in contact with the alleged offender after the young person has been moved to a safe environment.
- 6. Follow-up. After reporting allegations to the Rotarian counsellor or District Youth Protection Officer follow up to make sure steps are being taken to address the situation.

11 Records

- 11.1 During the Rotary year the various people involved in RYPs who are required to complete and submit compliance forms as set down in the respective program's manual(s) do so (i.e. Rotary Youth exchange may have additional forms to be completed)
- 11.2 Volunteer Declaration forms must be securely stored in a district archive and made available only to people who are required to see them.
- 11.3 Copies of all declaration forms (Signed by President or District Chair) must be sent to the District for document retention purposes in a manner outlined to clubs (noting that District must have a process for storing the documents in perpetuity, as there is no statute of limitations for prosecutions in respect of youth sexual abuse offences).

Storage methodology must allow immediate access if required in the event of a review of an historical offence.

Consideration might be given to outsourcing electronic storage.

- 11.4 District Policies and procedures should be reviewed annually by the District Review Committee in accordance with Legislative, Rotary International and Insurer requirements.

12 Communication

- 12.1 The District and Clubs have an obligation to be proactive in its communication with young people within its programs about child safety and appropriate behaviour
- 12.2 In accordance with District Policy, the only person able to make comment to the media about any matter pertaining to Child Protection issues of the District is the District Governor. The District Governor will take advice from the District Youth Protection officer, and or the ZIPC in conjunction with Aon.
- 12.3 Media comment from an individual Rotary or Rotaract club is the responsibility of the President of that club. It is strongly recommended that Presidents seek advice and support from District Governor and District Child Protection officer before making comments to the media. Comments made by one club have significant potential to impact all clubs in the Rotary family.
- 12.4 All communications must not interfere with the rights of the young person, the natural justice owed to the accused person nor jeopardise any investigation by a relevant authority.

13 Response to an accused perpetrator

- 13.1 The club President or District Chair shall immediately withdraw the accused person from all active duty, which could entail standing down, re-assignment to other duties that do not have direct contact with young people, or to work under increased supervision while the matter is being investigated. (Note that it is not the young person that is withdrawn from a program).
- 13.2 The DG will also comply with any applicable reportable conduct schemes and ensure that a report the allegation to the appropriate external authority when required

14 Privacy and confidentiality

- 14.1 The Rotary District will collect, use, disclose, and hold personal information in accordance with the *Privacy Act 1988 (Cth)*.
- 14.2 There are two guiding principles in respect to a young person's privacy.
- a) First, the Rotary District will operate on the best interest's principle. All employees, members, directors, volunteers and contractors will do what they believe to be in the best interest of the young person. This principle supersedes all others.
 - b) Second, the Rotary District will respect a young person's confidentiality except in situations where it conflicts with the best interests' principle.
- 14.3 As much as is reasonably possible, an individual's confidentiality is to be protected. Both those who are making reports and those about whom accusations are being made are entitled to confidentiality.
- 14.4 Where there is suspected abuse or misconduct, employees, directors, volunteers and contractors must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with this Youth Protection Policy or Procedure and relevant legislative requirements

15 Compliance and review

- 15.1 A complaint is made (Post reporting to authorities)
- 15.1.1 In the event of a young person disclosing an incident of abuse to someone they trust it is essential that it is dealt with sensitively and professionally according to District procedure.

- 15.1.2 The District will appropriately investigate all allegations relating to an incident of abuse in accordance with its obligations and to the extent reasonably practicable. In some circumstances, it may be necessary for the District to continue a suspension of a member and defer conducting its own investigation until after an investigation conducted by authorities (e.g. the police).
- 15.1.3 The DG will, with advice from the District Review Committee (of which the District Youth Protection Officer shall be a member), the ZIPC in conjunction with Aon, and/or RI determine an appropriate method of investigation.
- 15.1.4 All people covered by the District Youth Protection Policy and Procedure must cooperate fully with any investigation by a Government Department, the police, RI or the District.
- 15.1.5 The outcome will depend on the findings of the investigation, but may include withdrawal from active district duty, re-assignment to duties with no contact with young people, increased supervision, recommendations to the Rotary club and / or Rotary International about whether the person remains a fit and proper person to hold Rotary membership.

16.2 Concerns held by the DYPO or DG but no complaint.

- 16.2.1 Where there are concerns held by the DG or DYPO, they may request the District Program Chair or Club president, that within 72 hours that they advise in writing:
- 16.2.1.1 Details of any known incidences or concerns
 - 16.2.1.2 Evidence of club or district committee's compliance with the policy including volunteer declaration and screening checks
 - 16.2.1.3 Copies of a program risk assessment
 - 16.2.1.4 A compliance statement from the club President or program chair
- 16.2.2 In circumstances where this has not resulted in program adjustment or satisfactory compliance of a club the DG may raise concern with the ZIPC in conjunction with Aon, Rotary International and the insurers.
- 16.2.3. In a circumstance where there are unresolved concerns about a district program, the District Management Committee shall consider appropriate action.

17 Additional Resources:

- Rotary Code of Policies 41.070.18
- Rotary Youth Protection Guide (775EN16)
- Protecting Youth Program Participants – RI Online Training Module
- District Risk Management Policy
- District Insurance and Protection Officers
- Zone Insurance & Protection Committee
- Aon Risk Solutions

Register of Youth Volunteers

Rotary Club	
Last Updated	

Volunteer Name	Volunteer Dec Form Verified Yes/No	WWC/Blue Card Number	Expiry Date

Risk Management Specific to Youth Exchange Program (YEP)

Volunteer Selection and Screening

(Rotary is subject to the requirements of the following regulators)

1. Australian State and Territory legislation requires that volunteers working with children shall provide evidence of a WWC (Working with Children) check.
Some States also require a Volunteer Declaration.
2. Rotary International has a mandatory requirement that all Volunteers (as defined) who participate in the YEP, shall provide a Volunteer Declaration in addition to a WWC check in accordance with RCOP 41.070.18.
3. Rotary's Liability Insurer requires that youth program volunteers shall be screened and provide a Volunteer Declaration if alone with a young person.

Beyond what is required for Youth Exchange Certification, where RI has mandated specific screening measures, each District has the authority to determine its own screening however where inconsistencies exist between State Legislation, RI requirements and Insurer requirements, as a matter of best practice the highest denominator should take precedence.

Definition of "Volunteer"

Any adult involved with Rotary Youth Program activities that has direct interactions, either supervised or unsupervised, with youths/students.

Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian Counsellors; Rotarians and non-Rotarians and their spouses and partners who host youths/students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members. This person shall be screened and provide a Volunteer Declaration.

Rotary Youth Volunteer Information and Declaration Form

A Volunteer Declaration is an affidavit of suitability by an adult person wishing to participate in any Rotary program involving young people and is the centre plank of Rotary's screening process. This Affidavit or Declaration is a mandatory RI requirement for the YE Program.

Recommendation

As a general point of safety, it is encouraged that all activities involving youth/children should be conducted with a minimum of two (2) adults in attendance at any one time. Where practicable this should include when transporting youth/ children in a vehicle.

Rotary Youth Volunteer Information and Declaration Form

(This form is mandatory for Volunteers
Responsible Adults are exempt - refer definitions)

Personal Details

Name		DOB / /	Email
Phone	Work	Home	Mobile
Address	Period at this address (years)		
Occupation		Employer	

Program involvement

Which Youth programs will you be involved with, and what will your role or roles be?	
Past involvement with youth	

Personal References (Only one referee may be a Rotarian and none may be family members)

1	Name	Email	
	Phone	Work	Home Mobile
2	Name	Email	
	Phone	Work	Home Mobile
3	Name	Email	
	Phone	Work	Home Mobile

Police Check and Criminal History

Working with Children Card Number		Expiry Date	
<p>Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.</p> <p>If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed).</p> <p>Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.</p>			<p>Yes ()</p> <p>No ()</p>

I certify the following:

- All statements and information given on this form are true and correct.
- I have contacted my referees and all are happy for *Rotary to contact them
- I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer.
- I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs.
- I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District.

*For these purposes Rotary means the Rotary Club or District for which this form is submitted, and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.

I have read and understood the above declaration and sign this form voluntarily.

Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

Definitions

Volunteer

A Volunteer is any adult involved with **Rotary Youth Program** activities that has direct interactions either supervised or unsupervised with youths/students.

Volunteers include among others:

Club and district Youth Exchange officers and committee members, Rotarian Counsellors, Rotarians and non-Rotarians, their spouses and partners who host youth/students for activities or outings, or who might drive youth/students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

This person will have been police checked or formally reference checked in accordance with the State or Territory legislation.

Responsible Adult

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/student. This person shall be in a position to offer the youth/student an educational, cultural, or recreational experience.

This person will not have been police checked or formally reference checked, because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur.

(Any police check required by State or Territory legislation should be carried out)

The youth/student's host family and/or club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

Record of Referee contact by Club Authorised Officer

1 Name Referee		Contact Date
Comments		

2 Name Referee		Contact Date
Comments		
3 Name Referee		Contact Date

Comments	
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Name of Authorised Club Officer _____ Position _____

Signed: _____ Date _____

Authorised Club Officer

Phone _____

I _____ President, Rotary Club of _____

verify that _____ has satisfactorily completed this Declaration, Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.

Signed _____ Date _____

Phone _____

NOTES:

Background Checks and Criminal Record Checks

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Reference Checks

Reference Checks Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question and keep this information with the volunteer's application.

Rotary Youth Protection Incident Report

Instructions:

Complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA." Incident reports should be emailed to RI (email: youthprotection@rotary.org). After submitting the report, please continue to update staff as further information develops.

REPORTER INFORMATION

Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	

ALLEGED VICTIM INFORMATION

Last Name:		First Name:	
Date of Birth:		Citizenship:	
<i>If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:</i>			
Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	

ALLEGED OFFENDER INFORMATION

Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable):	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			

SUMMARY

Date and time of incident:	
Location of incident:	
<i>Please provide details of the incident:</i>	

ACTION TAKEN

Provide details on the action taken after the incident was reported to you/your organization:

Is the youth currently in a safe place?

Has the alleged offender been removed from youth programs while the investigation is performed?

☐ Yes

☐ No

Please list all individuals or organizations that have been informed of the alleged incident to date?

(Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)

1.

4.

2.

5.

3.

6.

Has the alleged incident been reported to local law enforcement?

☐ Yes

☐ No

If not, why?

Is local law enforcement investigating the allegation, or have any official charges been filed?

☐ Yes

☐ No

If so, please describe:

Have any support services been offered to the youth?

☐ Yes

☐ No

If so, please describe the service/provider:

FUTURE STEPS

Provide details on any future action that you/your organization plan to take regarding this allegation:

Have you received any media inquiries regarding the allegation?

☐ Yes

☐ No

If so, please describe:

UPDATE

Provide any additional details or results of investigations relating to this incident since the initial report to RI:

Combined Rotary International Districts of Australia Sexual Abuse Incident Report

Insured Name

Rotary Club of	
Rotary District	

Reporters Contact Details

Name	
Address	
Email Address	
Phone Number	

When did the incident happen?

Date of Incident:		Time of Incident:	
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Where did it happen?

Address/location of incident:	
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Alleged Victim's Information:

Name:			
Description of Victim if name is unknown:			
Gender:			
Date of Birth:		Age:	
Address:			
Phone Number:			

Alleged Offender Information:

Name:	
Relationship to the Victim	
Rotary Club of (if Rotarian):	
Other Parties Involved:	

What happened?

Describe the incident and the immediate response of staff :

Incident details should be a brief factual account of the incident. Include who was involved; how, where and when the incident occurred; who is injured and the nature and extent of injuries (if applicable).

What actions have been taken?

Please describe what actions have been taken to address safety risks and what will be done to prevent reoccurrence of the incident:

Police contacted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time:	Date:
Police officer's name:				Phone Number:
Police investigation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	
Has the Victim been offered any support services? If so, please describe the service/ provider:				
Please list all individuals or organizations that have been informed of the alleged incident to date? (Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)				

Reporting person's name:	
Signed:	
Date	