

The Child Protection Policy outlines the following:

- What the Policy is.
- Specific actions and functions under the Policy.
- Procedures to implement those actions and functions.

The Child Protection Policy has been prepared having regard to:

- A. Rotary International Policies and Guidelines
 - *Rotary International Code of Policies September 2016 (Sections 2.100-Youth Protection and 41.060 Youth Exchange)*
 - *Rotary Youth Protection Guide*
- B. NSW Legislation
 - *Children and Young People (Care and Protection) Act 1998*
 - *Child Protection (Working with Children) Act 2012*
 - *Child Protection (Working with Children) Regulation 2013*

Version No.	Date
Version 1.0	6 December 2016

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1.0 INTRODUCTION TO THE POLICY

The Rotary Club of Roseville Chase Inc. (**Roseville Chase RC**) is an incorporated entity which operates under the name of Rotary International (**RI**).

1.1 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." (Rotary Code of Policies September 2016- Section 2.100.1)

This statement provides the basic principle for Rotarians and other volunteers to follow when working with children.

1.2 Purpose of the Policy

To protect children from child abuse when participating in Roseville Chase RC youth programs and, in particular:-

- to provide guidelines for its Rotarians and other volunteers to achieve the standard of conduct in the RI Statement of Conduct and to apply applicable Rotary International, District 9685, and Roseville Chase RC policies and procedures to all children with whom they come into contact; and
- to ensure that its Rotarians and other volunteers when engaging in child-related work hold a working with children check clearance under the *Child Protection (Working with Children Act) Act 2012*.

1.3 Definitions

Child- Any person under the age of 18 years

Volunteer — Any adult involved with Rotary youth programs who interacts directly with children, whether supervised or unsupervised.

Participant — Anyone who participates in a Rotary youth program, whether child or adult.

1.4 Assessment of risk of child abuse in youth programs

A wide range of youth programs may be undertaken by Roseville Chase RC, other Rotary Clubs, District Rotary and Rotary International. The nature and extent of the involvement of Roseville Chase RC, its Rotarians and its other volunteers with children varies from program to program. Rotary International's Statement of Conduct is reinforced with additional Rotary policies and procedures. Roseville Chase RC, its Rotarians and other volunteers, other Clubs and District 9685 must adhere to child protection laws for NSW. The RI policies also set expectations for responding to any concerns that might arise.

Specific action that should be taken by Roseville Chase RC, its Rotarians and its volunteers to protect children in its youth programs from child abuse will depend on the assessment of the foreseeable risk to, and vulnerability of, children participating in each program to child abuse. Specific action that should be taken requires the adoption of sensible procedures and guidelines to foster safe environments to protect children from child abuse and for appropriate responses if it occurs. For each program the assessment should include the extent to which there may be direct or indirect

contact by Rotarians and other volunteers with children without or with supervision of that contact by a parent or other responsible adult.

1.5 Confidentiality

All information relating to an individual is to be kept strictly confidential. Information is to be accessed by authorised individuals only as authorised in this Policy and is not to be shared other than as may be authorised by this Policy.

2.0 ROSEVILLE CHASE RC YOUTH PROGRAMS

In this current Rotary year 2016-2017, Roseville Chase will be participating in various youth programs.

The following programs involve students from local primary and secondary schools with limited direct or indirect contact by Roseville Chase RC Rotarians and other volunteers with the children:-

- Model United Nations Assembly (MUNA) over 2 days (for Secondary Years 10 and 11 students nominated by their school). This is a District program usually conducted by Rotarians from another Club;
- Local Primary Schools Essay and Public Speaking Competition held at a Club meeting (for students in Year 6 Primary nominated by their school);
- Rotary Youth Program of Enrichment (RYPEN) over 2 days for students aged approximately 15 years in Secondary Years 9 and 10 nominated by the school. This is a District program usually conducted by Rotarians from another Club.
- Mock Employer Interviews for Year 10 Killara High School students over 2-3 hours in the School hall with supervision by teachers.
- Rotary Youth Driver Awareness program (RYDA) for Year 10-12 students

Roseville Chase RC may also nominate a young person (usually aged over 16 and up to 30 years who has left school) to attend the Rotary Youth Leadership Awards (RYLA). This is a one week District program usually conducted by Rotarians and volunteers from other Clubs.

In prior years and in this current Rotary year Roseville Chase RC has held a morning Fun Run.

Although not a youth program primarily for children and young people, the runners and walkers included children participating both with, and separately to, their families. For this event, there is limited contact by Roseville Chase Rotarians and volunteers with children and young people other than for the purpose of registration on the day of participants, co-ordination of the running of the event and sale of food and drinks.

In this current Rotary year Roseville Chase RC Rotarians provided BBQ food for the Roseville Public School Fathers Day Breakfast conducted by the P&C. Contact with the children was limited to serving food fathers with their sons.

Roseville Chase Rotarians and other volunteers also undertake fundraising BBQ's at Bunnings at Chatswood and Belrose selling food to customers of all ages from 8.00 am to 5pm. Contact with children and young people is limited to selling the food over a few minutes.

Roseville Chase RC will not be conducting or participating in this current Rotary year in the Rotary Youth Exchange Program. This program is co-ordinated and run by District 9685 with the Clubs hosting in the homes of Rotarians and other volunteers (for a period of up to 12 months) foreign students usually aged over 16 years.

Should Roseville Chase RC in future years participate in the Youth Exchange Program, Rotary International in its *Rotary Youth Protection Guide* (October 2016) recognises that the program generates additional risks for child abuse to those for other youth programs. Its policies and procedures provide specifically for the additional risks of that program. These policies and procedures are detailed in **Schedule 2** to this policy- **Rotary international and District 9685 Requirements for Youth Exchange**.

3.0 CLUB COMPLIANCE WITH ROTARY INTERNATIONAL REQUIREMENTS

The District Governor for District 9685 is responsible for supervision and control of all youth activities in the District, including those associated with Rotary Youth Exchange.

District 9685 will monitor Roseville Chase RC as a participating club and will ensure that the Club complies with Rotary International youth protection requirements.

4.0 SELECTION AND SCREENING

4.1 Rotarians and other volunteers and Working with Children Check Clearances

All Rotarians and other volunteers interested in working with youth program participants must meet Rotary International, District and Roseville Chase RC eligibility requirements.

A primary and most important Roseville Chase RC requirement is that Roseville Chase RC will not allow a Rotarian or other volunteer to participate in its youth programs for child-related work without holding a working with children clearance check under the *Child Protection (Working with Children Act) Act 2012*.

The Club's Rotarians in this respect must comply with By-Law 16 in Part 10 of the Club's By-Laws as follows:

16. Section 1 – Working With Children Check Clearance.

Every Member when engaging in a Club youth program that constitutes child-related work must hold a "Working With Children Check Clearance" issued by the Office of the Children's Guardian under the Child Protection (Working with Children) Act 2012. If a Member does not hold such a Clearance, he or she must not participate in the program.

Rotary International also prohibits the participation of any Rotarian or other volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

Rotary International also requires that If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

5.0 TRAINING OF ROSEVILLE CHASE RC ROTARIANS AND OTHER VOLUNTEERS

Roseville Chase RC and District 9685 may provide training to its Rotarians and other volunteers on the protection of children participating in its youth programs from child abuse.

5.1 Current Roseville Chase RC Programs

The current programs for this Rotary year except for the Fun Run and the Bunnings BBQ's do not involve volunteers.

Specific training of Roseville Chase Rotarians for the protection of children from child abuse who are participating in these programs additionally to the information in this Policy is not currently required by Roseville Chase RC.

5.2 Future Roseville Chase RC programs

Should the Roseville Chase RC undertake the Rotary Youth Exchange Program, the Rotary International and District 9685 requirements for training detailed in **Schedule 2** will apply. This Program providing home hosting of young people at the homes of Rotarians and other volunteers with the day to day responsibility for the welfare of the students for up to 12 months requires extensive direct and indirect contact between Rotarians and other volunteers with the students.

5.3 Review of training standards for programs

For each Rotary year (or at the time of introducing a new program), Roseville RC through its Youth Service Director should review its youth programs (including any new program) by assessing the risk of child abuse and report to the Board:-

- whether any of the programs will require particular training of Rotarians and volunteers for the protection of children from child abuse; and
- the details of that training and arrangements for that training to be carried out.

6.0 REPORTING AND HANDLING OF ALLEGATIONS OF CHILD ABUSE

6.1 Introduction

Roseville Chase RC takes all allegations of child abuse seriously and will handle them in accordance with this Policy and having regard to the *Rotary International Abuse and Harassment Allegation Reporting Guidelines* (Extracts of which are included in **Schedule 1** to this Policy). These Guidelines include:-

- Definitions of child abuse and harassment
- Receiving and responding to allegations

Roseville Chase RC will cooperate with all law enforcement agencies (including the New South Wales Police, the Department of Family and Community Services, and the Office of the Children's Guardian) and will not interfere with official investigations when conducting its own independent review.

District 9685 has a District Youth Protection Officer for the reporting of and management of allegations of child abuse.

6.2 Criminal offences of child abuse

Rotarians and other volunteers should be aware that there are criminal offences under the *Crimes Act 1900* for physical or sexual assault of a child and for child abuse by a breach of s227 of the *Children and Young Persons (Care and Protection) Act 1998* carrying substantial penalties which may include imprisonment.

6.3 Reporting allegations to the Police and the District Child Protection Officer

Roseville Chase Rotarians and other volunteers who become aware of incidents or allegations of child abuse relating to the involvement of that child in a Roseville Chase RC youth program should immediately report the matter to the District Child Protection Officer (currently PDG John Wakefield Phone: 47396087 and email: henson@bigpond.net.au) for advice as to appropriate action.

The seriousness and/or urgency of an incident or allegation may require immediate contact with the Police.

It may be necessary for the Rotarian or other volunteer to collect the following information about the incident and risks involved, including:

- the children involved;
- the adult involved.

Gather the information presented to you. Do not conduct further enquiries or an investigation. If the District Child Protection Officer is unavailable contact the Club President or District Governor.

7.0 TRAVEL BY YOUTH

Youth travel outside of the local community must comply with youth protection policies.

For youth travel sponsored by Roseville Chase RC or District 9685, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information

- When travelling outside NSW, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability.

8.0 WORKING WITH CHILDREN CLEARANCE CHECKS

8.1 Criminal offences

Rotarians and other volunteers should be aware that the *Child Protection (Working with Children) Act 2012* requires:-

- under s8(1) that any Rotarian or other volunteer who engages in **child-related work** must either hold a working with children clearance check issued by the Office of the Children's Guardian or there be a current application by the Rotarian or volunteer for the clearance; and
- under s8(2) that any Rotarian or other volunteer who engages in **child-related work** and has made a current application is not subject to an **interim bar**.

A breach of either s8(1) or s8(2) is a criminal offence carrying a maximum penalty of \$11,000 or imprisonment for 2 years or both.

Whilst failure to comply with this Policy is not a criminal offence, this Policy expressly provides in Section 8.4 that **Roseville Chase RC will not allow a Rotarian or other volunteer to participate in its youth programs constituting child-related work without a children clearance check notwithstanding that an application for a check may have been lodged and is pending for approval and is not subject to an interim bar.**

8.2 What is child-related work?

A Rotarian or other volunteer will be engaged in child-related work (under s6(1) of the Act and cl.7 of the Regulations) when working for Roseville Chase RC providing programs **primarily** for children or young people under the age of 18 years that involves direct contact.

A Rotarian or other volunteer may be able to establish, after engaging in child-related work for the Club, in prescribed circumstances that he or she has a defence to any proceedings for an offence in that he or she was exempted by cl. 20(1) (a) or (b) of the Regulations under s8(3) of the Act from the requirement under s8(1) to hold a clearance.

Cl.20(1) exempts :-

(a) *a worker (other than a school cleaner) who provides administrative, clerical or maintenance services, or other ancillary services, if the work does not ordinarily involve contact with children for extended periods,*

(b) *a worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present.*

Roseville Chase RC, a Rotarian or other volunteer prior to engaging in child-related work at the time of having to make an application for a clearance is generally unlikely to know whether the above exemptions will apply to the work that the particular Rotarian or other volunteer will carry out on the day. Sufficiently detailed tasks may not be assigned or the task in fact carried out may not be the task assigned.

8.3 What Roseville Chase RC programs constitute child-related work?

For the purpose of obtaining clearances, each of the following programs referred to in Section 2.0 above will constitute child-related work as programs **primarily** for children under the age of 18 years:-

- Model United Nations Assembly (MUNA);
- Local Primary Schools Essay and Public Speaking Competition;
- Rotary Youth Program of Enrichment (RYPEN);
- Rotary Youth Leadership Awards (RYLA).
- Specific arrangements for children to run in the Fun Run

- Fathers' Day Breakfast.
- Mock Employer Interviews.
- Rotary Youth Driver Awareness (RYDA)

The RYLA program should be included on a precautionary basis as child-related work given the likely presence of children under the age of 18 years.

The Fun Run, as such, will not constitute child-related work as it is generally not a program **primarily** for children. However, the Club should include any ancillary program or activity where the Club arranges for specific children or a group of children to participate requiring Rotarians and other volunteers to have direct contact with the child or group of children for that arrangement.

The Roseville Public School Fathers Day Breakfast is primarily for the sons to celebrate Fathers Day and should be included as child-related work on a precautionary basis. The exemption under cl.20(1)(a) of the Regulations may apply in that the Rotarians are providing only the ancillary service of cooking and serving food involving minimal contact with the children generally of no more than 2 hours for the whole function and taking a matter of minutes to serve each child.

The Mock employer interviews is a program primarily for children or young people and should be included as child-related work. The exemption under cl.20(1)(b) of the Regulations may apply as the work is supervised by teachers if the Rotarian undertakes no more than 5 working days of child-related work in the calendar year.

The Rotary Youth Exchange Program referred to in Section 2.0 is not included as child-related work as it is not a current program of Roseville Chase RC. It should be included if the program is undertaken given the likely participation of children.

8.4 Who should obtain working with children clearance checks?

All Roseville Chase RC Rotarians and other volunteers who wish to participate in the Club's youth programs referred to in Section 8.3 as constituting child-related work must apply for a working with children clearance check.

This Policy expressly provides that Roseville Chase RC will not allow a Rotarian or other volunteer to participate in its youth programs constituting child-related work without a children clearance check notwithstanding that an application for a check may have been lodged which is not subject to an interim bar as permitted by the Working with Children Act

A Procedure for Rotarians and other Volunteers to obtain a Clearance Check is detailed in **Schedule3**. The Working with Children Check number and date of birth must be provided by the Roseville Chase Rotarian or other volunteer to a Roseville Chase Working with Children Verification Officer (**WWC Verification Officer**).

On receiving a WWC number and date of birth from a Rotarian or other volunteer the WWC Verification Officer shall check the status of the Rotarian or other volunteer.

A Procedure for verifying that a WWC clearance application has been made is detailed in **Schedule4**. WWC Verification Officers shall update any change in the status of a Roseville Chase RC Rotarian or other volunteer notified by the Office of the Childrens' Guardian in the Club's WWC Register.

8.5 Ensuring that Children Check Clearances have been obtained for child-related work

The Director of Youth Services or a Roseville Chase Rotarian delegated by him as the organizer shall notify the Roseville Chase RC Rotarians and other volunteers who will be participating prior to the holding of a child-related work event or activity that a current children check clearance is required. It is the responsibility of the Director of Youth Services or his delegate as the organiser of the child-related work event or activity to ensure that all Rotarians and other volunteers have a current Children Check Clearance prior to participating:-

- by submitting a list of the Roseville Chase Rotarians and other volunteers participating to one of the WWC Verification Officers; and
- by ensuring that each participant is listed on the returned list of volunteers completed by the WWC Verification Officer as having a WWC Clearance status and is not included on the

Notification of Volunteers without Clearance completed by the Officer for the child-related work event or activity.

A Procedure for checking clearances of Roseville Chase Rotarians and other volunteers is detailed in **Schedule 5**.

8.6 Confidentiality of Working with Children records

It is a requirement under the *Working with Children Act* that Roseville Chase RC confidentially store all information and records relating to Working with Children Checks.

Any information relating to a Working with Children Check of any individual shall not be passed on to any other person including a Club Board or Committee member. This includes any data provided as part of the Working with Children Check such as date of birth and name.

WWC Verification Officers may share this information with another WWC Verification Officer if it is relevant to their duties.

All duties related to Working with Children Check Verification and record keeping are to be performed by a WWC Verification Officer.

Only current WWC Verification Officers are permitted to access and update Working with Children Check records and emails as required.

8.7 WWC Verification Officers- Selection and appointment.

There shall be two WWC Verification Officers appointed in accordance with **Schedule 6** who shall have the functions of that position under this Policy.

SCHEDULE 1

EXTRACTS FROM ROTARY INTERNATIONAL ABUSE AND HARASSMENT REPORTING GUIDELINES

(Refer to Section 6.1 of the Policy)

Definitions of Abuse and Harassment

Emotional or verbal abuse — The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

Physical abuse — Physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect — Failure to provide the food, shelter, or medical care that is necessary to well-being.

Sexual abuse — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

Sexual harassment — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual

conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess

- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person
- Obscene language or gestures, and suggestive or insulting comments

Receiving an Allegation Report

Any adult to whom a program participant reports abuse or harassment must:

Listen attentively and stay calm. Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it doesn't happen to others.

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 report this information to the proper authorities.

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 it was not his or her fault and that it was brave and mature to come to you.

Document the allegation. Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person's exact words.

Allegation Response

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by any program volunteer, while others should be performed by a district officer, as specified.

1. Protect the young person.

Ensure the safety and well-being of the young person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser.

Reassure the young person that this is for his or her safety and is not a punishment.

Take immediate action to ensure the young person's health and well-being, and get him or her medical or psychological care, if necessary.

2. Report the allegations to appropriate authorities.

(See Section 6.3 of the Roseville Chase RC Child Protection Policy)

3. Remove the accused person from contact with youth.

District 9685 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

Follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member. If appropriate, move the student to the temporary housing that was screened in advance.

4. Avoid gossip and blame.

Don't tell anyone about the allegation other than those who need to know.

Be careful to protect the rights of both the victim and the accused during the investigation. District 9685 maintains the privacy (as distinct from confidentiality) of any accused person.

5. Follow through.

A district officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

District 9685 will ensure that the program participant's parents or legal guardians have been notified and offer the young person an independent, non-Rotarian counsellor to represent his or her interests.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a district review committee to coordinate an independent review to ensure that district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the district governor is responsible for contacting the alleged offender. The district governor may delegate this task to a district youth protection officer or district review committee.

District 9685 will document all accusations of inappropriate behaviour and the actions taken to resolve the situation, so that patterns of inappropriate behaviour are identified and addressed.

SCHEDULE 2

ROTARY INTERNATIONAL AND DISTRICT 9685 REQUIREMENTS FOR ROTARY YOUTH EXCHANGE (Refer to Section 2.0 of the Policy)

For the Rotary Youth Exchange Program, the following paragraphs are added to the sections of the Policy referred to.

1.0 INTRODUCTION TO THE POLICY

1.3 Definitions

Volunteer

-For Youth Exchange, 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 work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.

3.0 CLUB COMPLIANCE WITH ROTARY INTERNATIONAL REQUIREMENTS

Roseville Chase RC must provide District 9685 with a copy of the following for review and approval:

- A signed compliance statement that the club is operating its program in accordance with District 9685 and Rotary International policies
- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, and reference check, have been conducted and a Working with Children Check Clearance has been issued
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites
- List of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Any club youth-protection training materials

4.0 SELECTION AND SCREENING

4.1 Rotarians and other Volunteers

All Youth Exchange Rotarian and other volunteers that have direct, unsupervised contact with program participants must:

- Complete a volunteer agreement form
- Provide a Working with Children Check Clearance
- Be interviewed, preferably in person
- Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)
- Comply with Rotary international and District guidelines for the Youth Exchange program

Youth Exchange host families must also meet these selection and screening requirements:

- Undergo a comprehensive interview that determines their suitability, demonstrating:
 - Commitment to the safety and security of students
 - Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Complete a written application
- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

Youth Exchange students must be appointed a Rotarian counsellor who meets the criteria for all volunteers. Also:

- A counsellor must not be a member of the student's host family. It is also recommended that counsellors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, district Youth Exchange chair).
- Counsellors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

4.2. Participant Selection and Screening

All students interested in the District 9685 Youth Exchange program must meet District guidelines and:

- Complete a written application
- Be interviewed at the club and district levels
- Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation.

5.0 TRAINING OF ROSEVILLE CHASE RC ROTARIANS AND OTHER VOLUNTEERS

5.4 Training for Rotary Youth Exchange

The District 9685 Youth Exchange program will provide youth-protection training and information to all students, Rotarians and other volunteers. Specifically, District 9685 will:

- Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements
- Develop a training schedule that specifies who will be trained, how often, and how
- Conduct specialized training for those involved in Youth Exchange:
 - District governor

- District Youth Exchange officer and committee members
- Club Youth Exchange officer and committee members
- ¹Rotarian counsellors
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
- Host families
- Students (outbound and inbound)
- Maintain records of participation to ensure compliance

7.0 TRAVEL BY YOUTH

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District 9685 shall obtain written permission from the students' parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- Receive authorization from District 9685 in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

8.0 YOUTH EXCHANGE ADMINISTRATION

Roseville Chase RC for the District 9685 Youth Exchange program must also do all things required by District 9685 to enable or assist District 9685 to comply with its obligations to:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies.
- Store participant and volunteer records securely after participation, in accordance with all applicable privacy laws.
- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following district and club contacts:
 - For inbound students: Rotarian counsellor, host club president, host district Youth Exchange chair, and host district governor
 - For outbound students: Rotarian counsellor, sponsor club president, sponsor district Youth Exchange chair, sponsor district governor
- Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counsellor who can help the students with any problems.
- Submit inbound program participants' data to RI before or shortly after the exchange begins.
- Provide a 24-hour emergency contact phone number to students.
- Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.
- Prohibit placement of students outside of the district Youth Exchange program structure ("backdoor" exchanges).
- Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.
- Develop contingency hosting plans that include pre-screened families.

- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.
- Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.
- Conduct follow-up evaluations of both students and host families.
- Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed.

SCHEDULE 3

PROCEDURE FOR ROTARIANS AND OTHER VOLUNTEERS TO OBTAIN A CLEARANCE CHECK (Refer to Section 8.4 of the Policy)

Who

Roseville Chase RC Rotarians and other volunteers

When

As part of a Membership application, or

Three months prior to expiration of current Working with Children Check; or

On receiving notification of his or her participation in a Roseville Chase RC youth program that constitutes child-related work.

An acceptable proof of identity document is required to complete the application. For example a Drivers Licence or a NSW Photo Card.

Start of procedure

Step 1

Go to website <https://wwwcheck.ccyp.nsw.gov.au/Applicants/Application#> to complete a Working with Children Check NSW

Step 2

Complete all personal details as they appear on your identification documents.

If you have changed your name you will be required to enter in your full name prior to your name change in the Additional names section. A change of name includes a name change due to marriage.

Step 3

Complete your Birth details.

Step 4

Complete Purpose for check by selecting Volunteer.

Complete Child-related sector by selecting Clubs or other bodies providing services to children.

Step 5

²Complete the Confirm identity section by providing the details of your identification document for example: Drivers Licence.

Click the Next button.

Step 6

Read and complete the Consent forms.

Complete the security measure. Click submit.

Step 7

A New application receipt screen will appear including your application number.

Step 8

Your application number along with your chosen identification used in Step 5 must be taken to a NSW Service Centre to complete the application.

Step 9

ROSEVILLE CHASE ROTARY CLUB CHILD PROTECTION POLICY

You will receive notification of your Working with Children Check status and number (if applicable). The Working with Children Check number and your date of birth must be provided to a Roseville Chase RC WWC Verification Officer.

Note: The WWC Verification Officers details can be found in the Club Directory

SCHEDULE PROCEDURE FOR VERIFYING THAT A WWC

(Refer to section 8.4 of the Policy)

Who

WWC Verification Officer

When

Upon receiving a WWC number and date of birth from a Roseville Chase RC Rotarian or other volunteer who will be participating in a Roseville Chase RC youth program that constitutes child-related work.

Start of procedure

Step 1

Log onto website <https://wwccheck.cyp.nsw.gov.au/Employers/Login>

Enter in Rotary Club of Roseville Chase Inc. Username and Password and select Login.

Step 2

Enter the Roseville Chase RC Rotarian's or volunteer's surname, date of birth and working with Children Check number and Click Verify.

Step 3

Check the status of the Roseville Chase RC Rotarian or other volunteer.

Is the Rotarian or other volunteer Cleared? Yes Continue to step 5 No Continue to Step 4

Step 4

Open the WWC Check Register

Status	Action Required
Application in Progress	Under the legislation the Rotarian or other volunteer may work with Children but Roseville Chase RC has determined that a Rotarian or other volunteer with this status may not work with children. If the applicant becomes barred notification will be received. Record status and date of verification on the WWC Check Register.
Barred	Under the legislation the Rotarian or other volunteer may not work with Children. Record status and date of verification on the WWC Check Register.
Interim Bar	Under the legislation the Rotarian or other volunteer may not work with Children. Record status and date of verification on the WWC Check Register.
Expired	Under the legislation the Rotarian or other volunteer may not work with Children. Record status and date of verification on the WWC Check Register.
Not Found	Under the legislation the Rotarian or other volunteer may not work with Children. The

	Rotarian or other volunteer needs to contact The Office of the Children's Guardian for advice. Record status and date of verification on the WWC Check Register.
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Continue to Step 6

Step 5

Open the WWC Check Register.

When a Rotarian or other volunteer is cleared the following information is to be recorded on the WWC Check Register;

Clearance number

Expiry Date

Date of Verification

Step 6

Ensure the WWC Check Register is saved before closing.

SCHEDULE 5

PROCEDURE FOR CHECKING CLEARANCES OF ROSEVILLE CHASE RC ROTARIANS AND OTHER VOLUNTEERS

(See Section 8.5 of the Policy)

A. Clearance of Rotarians and other volunteers

Who

WWC Verification Officer

When

This procedure must be completed when advised by the Director of Youth Services or his delegate as the organiser of a Youth Program that constitutes a child-related work event or activity that a Roseville Chase Rotarians and other volunteers list has been finalised for the Child related work event or activity which is provided to the WWC Verification Officer.

Start of procedure

Step 1

Access the WWC Check Register file.

Step 2

Ensure volunteer listed on Volunteer list has a WWC Clearance status.

If Yes, note on Volunteer list and repeat Step 2 for next volunteer. If all volunteers have been checked continue to Step 3

If No, list the volunteers name on the Notification of Volunteers without Clearance template. Repeat Step 2 for the next volunteer. If all volunteers have been checked continue to Step 3

Step 3

Return Volunteer list to the Director of Youth Services or his delegate as organiser of the Child related work event or activity with all volunteers with clearance noted. Include the completed Notification of Volunteers without Clearance template as per Notification of Volunteers without Clearance.

B. Notification that no current clearance

When

On returning the Volunteer Sheet to the Director of Youth Services or his delegate as organiser of the Child related work event or activity that a Roseville Chase Rotarian or other volunteer does not have a current Working with Children Check Clearance.

Start of procedure

Step 1

The Notification of Volunteers without Clearance template should be addressed to the Director of Youth Service or his delegate as the organiser of the child-related work event or activity and include

the name and date of the child related work event or activity. The name of the WWC Verification Officer and date of the Clearance check must also be noted.

Step 2

Any volunteer without a current WWC Clearance should be noted on the Notification of Volunteers without Clearance template.

Remember: You are not to state the reason for ineligibility only that the individual does not have current clearance.

Step 3

Save a copy of the completed Notification of Volunteers without Clearance template in the nominated secure location.

Step 4

Print a copy and attach to the Volunteer list for return of the completed Notification of Volunteers without Clearance template to the Director of Youth Services or his delegate as the organiser of the Child Related Work Event or Activity.

SCHEDULE 6 WWC VERIFICATION OFFICERS APPOINTMENT (See Section 8.7 of the Policy)

Selection Criteria

The following selection criteria applies for the position of a WWC Verification Officer:

- be a member of Roseville Chase RC;
- have a current WWC Clearance,
- demonstrate a practical understanding of confidentiality and commit to maintaining confidentiality within the role
- be comfortable with the use of technology including a computer/laptop, operating an email account and the internet.
- not hold a Board position other than that of the Public Officer

Selection Process

Suitable applicants will be interviewed by a panel of three (3) interviewers appointed by the Board known as the Selection Panel. The Selection Panel will include, if available, the President and the Director of Youth Service.

A total of two (2) WWC Verification Officers are required by the Rotary Club of Roseville Chase Inc. and each gender, if available, must be represented.

All selections made by the Selection Panel are to be ratified by the Board.

Term

The position of WWC Verification Officer is normally a three (3) year term, to be reviewed annually by the Selection panel.