

ROTARY DISTRICT 5360 PROTECTING VULNERABLE PEOPLE POLICY AND PROCEDURES (Approval Date)

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Rotary District 5360

PROTECTING VULNERABLE PEOPLE POLICY THROUGH THE PREVENTION OF BULLYING, HARASSMENT AND ABUSE

1) The Rotarian Code of Conduct

As a Rotarian, I will:

- a) Act with integrity and high ethical standards in my personal and professional life
- b) Deal fairly with others and treat them and their occupations with respect
- c) Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
- d) Avoid behavior that reflects adversely on Rotary or other Rotarians

2) Introduction

Through Rotary's many programs, Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons. This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians.

For this exemplary work to continue it is important that our Rotary Clubs protect the interests of everyone involved and that they create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events.

Rotarians, their families, and non-Rotarian volunteers are expected to safeguard the welfare and prevent the physical, sexual or emotional abuse or harassment of every young or vulnerable person and Rotarian with whom they come into contact in connection with any Rotary program, activity or event.

Rotary International District 5360 Inc. ("D5360") is committed to protecting the safety and well-being of all our program participants and will not tolerate abuse, bullying, exploitation, harassment or neglect. Within District 5360, all allegations of abuse, bullying, exploitation, harassment or neglect will be taken seriously and must be handled in accordance with the Rotary International District 5360 Abuse and Harassment Reporting Procedure.

3) Scope

This Policy applies directly to all Rotarians and volunteers including host families involved in D5360 or any Rotary Club programs, activities or events involving vulnerable people.

4) Rotary International District 5360 Inc. Policy Statement

Without limiting the generality of the foregoing it is the responsibility of everyone involved in

Club and District programs in Rotary District 5360 to:

- a) Prevent all identified forms of bullying, abuse, harassment, exploitation, discrimination, or neglect.
- b) Safeguard the welfare of everyone who participates in Rotary programs, including vulnerable people.
- c) Ensure that everyone, and particularly vulnerable people, understand their rights and how to protect themselves from bullying, abuse, harassment, exploitation, discrimination or neglect.
- d) Prevent anyone who may put vulnerable people at risk from participating.
- e) Complete all required volunteer screening requirements, as described in the Volunteer Screening Procedure, before interacting with vulnerable people.
- f) Complete the required training for the role they accept.
- g) Report suspicions or allegations of abuse, bullying, exploitation, harassment, discrimination or neglect to the appropriate authorities. (See incident reporting procedure).

Definitions

Abuse and Neglect

Child Abuse

Our increasing knowledge about the needs of children and the effects of their social environment on their growth and development is changing what we view as child abuse. Some practices that were once considered acceptable are now generally believed to be abusive. Alberta and Saskatchewan's Child Welfare Act and Canada's Criminal Code describe what behaviour or conditions might be so harmful that it is necessary to stop or prevent them. The following are the main kinds of child abuse:

Emotional Abuse

Anything that causes serious mental or emotional harm to a child. May take the form of chronic exposure to alcohol or drug abuse, verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once and it is usually part of particular way of relating to children.

Physical Abuse

The intentional use of force on any part of a child's body, which results in serious injury. It may be a single incident, a series or pattern of incidents.

Sexual Abuse

The improper exposure of a child to sexual contact, activity or behaviour. It includes any sexual touching, intercourse, exploitation or exposure and can be perpetuated by anyone, including a parent, relative, friend, or stranger. Sexual abuse of a child is a criminal offence.

Elder Abuse

Elder abuse is violence, mistreatment or neglect towards older adults. The abuse often comes from individuals in situations of power or trust (spouse, children, other family members, caregivers, service providers). It can also come from other individuals. Elder Abuse can take many forms including neglect, physical, psychological or financial abuse, violation of rights and abandonment.

Bullying

Bullying is a form of repeated aggression or humiliation that is perpetuated through the misuse of real or perceived power over a period of time. Bullying is meant to deliberately hurt or intimidate someone or exert power over them.

Exploitation

Exploitation is the act of using or treating unfairly, those who may be vulnerable, for whatever reason, by another person or group of people, who may or may not be in a position of authority or power. People exploit others to gain an unfair advantage or to benefit from the use or

treatment of said individual or group of people

Harassment

Harassment means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offence or harm. It comprises of any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat. The Canadian Human Rights Act prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, and disability, pardoned conviction or sexual orientation.

Sexual Harassment

Sexual harassment is any unwanted, and unsolicited sexual advance or conduct of a sexual nature that makes a person feel offended, humiliated or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour that creates a sexually or emotionally hostile environment. An act, even though not intended to, may still result in offence, humiliation or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate or intimidate. This behaviour may be intentional or unintentional, one incident or a series of incidents.

Neglect

Any lack of care that causes serious harm to a child's development or endangers the child in any way. Physical neglect is the failure to meet the child's physical needs. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's emotional needs for affection and a sense of belonging. (Alberta Children's Services Web Site, Last reviewed July 2002)

Prohibited Person

Prohibited person means anyone who has:

- a) a criminal record as defined by the "Criminal Records Act";
- b) A record suspension or pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";
- c) An outstanding criminal charge(s) including stayed charges;
- d) Any order(s) made in the interest of public safety under the criminal code which would restrict the applicant's access to, possess weapons, firearms, ammunition, explosives or other prohibited substances;
- e) Any order limiting contact, access or behaviour restriction(s) with any person; or
- f) Any order(s) made under the child protection legislation which is intended to restrict the applicant/member's access to children.

Vulnerable Person

A Vulnerable Person to mean anyone who is or may be unable to take care of or protect themselves, for any reason, against any form of harm, attack, damage, neglect or exploitation, who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care. Some examples of a Vulnerable Person might include:

- a) A Child or Children, less than 18 years of age; or.
- b) An individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma, disability, gender, sexual orientation, language, or any other reason.

Rotary District 5360

Volunteer Screening Procedure

All volunteers interested in participating in Rotary Club and D5360 programs, activities and events must be screened before they work with vulnerable people. Volunteer screening includes:

- an application,
- personal interview,
- reference checks,
- Vulnerable Sector Check¹, and
- Vulnerable person protection awareness training.

Rotary volunteers under the age of 18 are not required to provide a Vulnerable Sector Check.

1. **All volunteers**, including Youth Exchange Host Family members eighteen (18) years of age or older, must:
 - a) Complete a ***volunteer or host family application***.
 - b) Provide the District with a current Vulnerable Sector Check that will be securely stored in accordance with applicable privacy legislation.
 - c) Undergo a personal interview.
 - d) Provide a list of references for the district to check in accordance with the 10 Step Recruitment & Screening process. <https://www.rotary5360.ca/Documents/en-ca/4bdf4346-6c2b-4951-94bc-4faefd0318e3/1>. References may not be family members and no more than one (1) reference may be a Rotarian.
 - e) Meet RI and D5360 requirements to work with vulnerable people. RI and D5360 do not permit anyone to work with vulnerable people who have:
 - i) A criminal record as defined by the “Criminal Records Act” unless an exception has been granted
 - ii) A record suspension or pardon(s) for a sexual offence as set out in the recent amendments of the “Criminal Records Act”
 - iii) An outstanding criminal charge(s) including stayed charges
 - iv) Any order(s) made in the interest of public safety under the criminal code which would restrict the applicant’s access to, possess weapons, firearms, ammunition, explosives or other prohibited substances
 - v) Any order limiting contact, access or behaviour restriction(s) with any person; or
 - vi) Any order(s) made under the child protection legislation which is intended to restrict the

¹ A vulnerable sector check is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences.

applicant/member's access to children.

- f) Complete vulnerable person protection awareness training demonstrating they understand and comply with RI and district policy, procedures and guidelines for the programs and activities they are participating in.

2. **Rotary Youth Exchange Host Family members 18 years of age** and older must:

- a) Meet the same screening requirements as any other volunteer.
- b) Undergo a comprehensive interview that determines their suitability for hosting an exchange student including:
 - c) Demonstrate commitment to the safety and security of youth in their care.
 - d) Motivation for hosting a youth participant is consistent with Rotary ideals of international goodwill, understanding and cultural exchange.
 - e) Financial ability to provide adequate accommodation (room and board) for the youth participant.
 - f) Aptitude for providing appropriate supervision and parental responsibility that ensures the youth participant's safety and well-being.
 - g) Home visits must be conducted for each family. They should be both announced and drop-in visits, both prior and during the placement. They must be conducted annually, even for repeat host families.
 - h) All adult residents of the host home must meet the recruitment and screening requirements for volunteers.

3. **Rotary Youth Exchange Counselors** candidates must:

- a) Be current members of a D5360 Rotary Club.
- b) Meet the criteria for All Volunteers.
- c) Must **not** be a member of the student's host family.
- d) Must be trained in responding to any problems or concerns such as bullying, harassment or abuse as outlined in this policy.

4. As part of ongoing screening:

- a) A new Vulnerable Sector Check must be submitted every three years. D5360 reserves the right to conduct or request a Vulnerable Sector Check for any volunteer at any time.
- b) Vulnerable people protection training must be completed every three years.

ROTARY DISTRICT 5360
 ROTARY VOLUNTEER AND HOST FAMILY
 SCREENING REQUIREMENTS
 June 13, 2020

<p style="text-align: center;">Role</p> <p>A Rotary Volunteer is anyone who wants to work with a club or district program for vulnerable people including, but not limited to, RYPEN, RYLA, RAYEC and RYE.</p>	<p style="text-align: center;">Host Family App</p>	<p style="text-align: center;">Volunteer App</p>	<p style="text-align: center;">Annual Home Interview</p>	<p style="text-align: center;">Three References</p>	<p style="text-align: center;">Police Background Check</p>	<p style="text-align: center;">Youth Awareness Training</p>
<p>1. We want to be a Rotary Youth Exchange (RYE)Host Family only</p>	X		X	X	X	X
<p>2. I want to be a Rotary Volunteer only and I am 18+ years of age</p>		X		X	X	X
<p>3. I want to be a Rotary volunteer only and I am under 18</p>		X		X		X
<p>3. We are an approved RYE Host Family and I want to be a Rotary Volunteer as well</p>						
<p>4. I am an approved Rotary volunteer and our family wants to be a RYE Host Family (adults are any individuals in the home 18 + in age)</p>	X		X	X	<p style="text-align: center;">Any adult family members who are not already approved Volunteers</p>	<p style="text-align: center;">Any adult family member who are not already approved Volunteers</p>
<p>5. I have been appointed the Club Rotary Youth Exchange Officer, Club/District Safety Officer or Outbound Rotary Youth Exchange Counsellor</p>		X		X	X	X

<p style="text-align: center;">Role</p> <p>A Rotary Volunteer is anyone who wants to work with a club or district program for vulnerable people including, but not limited to, RYPEN, RYLA, RAYEC and RYE.</p>	<p style="text-align: center;">Host Family App</p>	<p style="text-align: center;">Volunteer App</p>	<p style="text-align: center;">Annual Home Interview</p>	<p style="text-align: center;">Three References</p>	<p style="text-align: center;">Police Background Check</p>	<p style="text-align: center;">Youth Awareness Training</p>
<p>6. I have been appointed the Club Rotary Youth Exchange Inbound (IB) Counsellor and will be the initial host family.. I am <u>not</u> an approved Rotary volunteer or an approved RYE host family.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Any adult family members who are not already approved Volunteers</p>	<p>Any adult family member who are not already approved Volunteers</p>

Rotary District 5360

Volunteer Training Procedure

District 5360 will:

1. Provide training based on the Rotary International *Abuse and Harassment Prevention Training Manual* including relevant information on specific district policies and procedures, local customs, cultural issues, and legal requirements.
2. Develop a Training Calendar and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
3. Conduct specialized training sessions for the following:
 - a. District Governor, the District Board of Directors, Assistant Governors
 - b. District Youth Service (including Youth Exchange) Committee members
 - c. Club Youth Service (including Youth Exchange) Committee members
 - d. Club Protecting Vulnerable People Officers
 - e. Rotary Youth Exchange Counselors
 - f. Other Rotarians, Rotaract Club members, ROTEX alumni and non-Rotarians who participate in activities such as local tours and district events (e.g. Early-Act, Interact, RYLA, RYPEN, RAYEC, Stay-in-School, long-term and short-term Rotary Youth Exchange)
 - g. Host families
 - h. Students participating in Club and District Youth Service programs (including outbound and inbound Rotary Youth Exchange students)
 - i. Parents and legal guardians of students
4. Establish District procedures to ensure that all those required to be trained have participated.
5. Maintain District records of participation to ensure compliance

Rotary District 5360

Preventing and Responding to Bullying and Harassment Procedure

Introduction

Everyone has the right to participate in Rotary free from bullying and harassment.

Bullying is a form of repeated aggression or humiliation. It is perpetuated through the misuse of real or perceived power over a period of time. Bullying causes hurt, intimidates someone, or exerts power over them².

Bullying is a behaviour common among, but not limited to, children and youth and is often hidden from adults. Rotary Volunteers are in a unique position to observe all kinds of behaviour.

Harassment is any repeated, unwanted physical, verbal, or written behaviour that offends or humiliates.

This procedure helps Rotary Volunteers prevent and respond to bullying and harassment.

Procedure

Preventing Bullying and Harassment

1. Everyone is expected to adhere to the Rotarian Code of Conduct.
2. Pursuant to the Code of Conduct everyone has the right to be safe and has the responsibility to treat others with respect. We do not tolerate bullying and harassment at any Rotary activity or online.
3. Parents and guardians must ensure that their child complies with the Code of Conduct established for Rotary youth programs and activities. The information to explain the code of conduct and the consequences for parents of not helping prevent bullying and harassment must be explained before the activity

Responding to Bullying and Harassment

4. Rotarians are expected to stop bullying behaviour or harassment when either is observed.
5. When bullying behaviour or harassment is suspected or reported to you:
 - a. Stop the behaviour
 - b. Report the incident to the Club President or District Committee Chair
 - c. When the victim is a vulnerable person, two Rotarians (or volunteers) with the appropriate training will meet with the victim of the bullying or harassment to assess what happened and create a plan to build healthy relationships in the during the activity. When the victim is a youth, their parents/guardians must be informed
 - d. When the victim is a Rotarian or volunteer the Club President or District Committee Chair will be one of the Rotarians.
 - e. Two Rotarians (volunteers) with the appropriate training will meet with the alleged perpetrator to discuss the allegations by the victim and assess what happened

- f. If the two Rotarians determine that the victim was subject of bullying or harassment, they will discuss the impact of the alleged perpetrator's behaviour with them and schedule regular check-ins to ensure that the behaviour stops. The perpetrator will be held accountable for their actions and the Rotarians will establish appropriate constructive consequences. When the perpetrator is a youth, their parents/guardians will be informed immediately.
 - g. Where the behaviour involves a vulnerable person, a meeting will be held with the youth in the activity. Everyone must understand that bullying or harassment is serious and has no place in Rotary activities. More information about the behaviour may be required and obtained from the other participants. Everyone will be involved in creating a restorative response³ to deter reoccurrence of the behaviour. This is best done in small groups. The solution is to enhance everyone's ability to have healthy, respectful relationships.
 - h. If all efforts to prevent and constructively address bullying or harassment have failed, the Club President or District Committee Chair may exclude the perpetrator from activities. Exclusion is to secure the welfare and safety of the victim and the positive functioning of the activity.
6. The Club President or District Committee Chair may recommend to the District Protecting Vulnerable People Committee that the perpetrator be prohibited from participating in future activities if that person is under criminal investigation or their presence may pose a risk to others.
7. Except when a perpetrator is prohibited from participating, the Club President or District Committee Chair retains reports for 12 months, then destroys them. Parents are entitled to reports about meetings with their child.

³ Restorative response is derived from restorative justice, which is intended to result in individuals taking responsibility for their own actions and making amends, and for victims to have a voice and a choice in the outcomes of their cases. Unlike traditional forms of justice which are focused on attributing blame and penalties, restorative responses are intended to rehabilitate the community as a whole, and empower victims.

Rotary District 5360

Vulnerable Persons Protection Reporting Procedure

Introduction

Everyone has a duty to ensure the safety of vulnerable people. To the best of our ability, vulnerable persons must be protected from all forms of abuse; including but not limited to; physical, sexual, or emotional, exploitation and neglect. Monitor the welfare of the vulnerable people participating in Rotary programs and activities. We must also be alert to inappropriate sexual behaviour between vulnerable people.

This procedure describes how and when Rotarians and other adults act upon and report allegations of abuse, exploitation, neglect, and concerns about the welfare of children and youth. In the event of any doubt or uncertainty, it is your duty to contact < Insert contact details> **The safety and protection of vulnerable people must take precedence over all other matters.**

Procedure

1. If a vulnerable person discloses abuse, bullying or harassment by someone:
 - a. Explain that assistance is available and the incident must be reported to authorities
 - b. Allow the person to speak freely without interruption, and accept what you are told
 - c. Offer reassurance and understanding; do not make any judgment or show emotion
 - d. Ensure the person is safe from harm; if there is immediate risk call 911
 - e. Make notes of your concerns; persons involved, what you saw, heard, witnessed, where and when the incident took place. Use the victim's words when possible. Sign and date your notes
 - f. Ensure that there is no further risk to any person during the Rotary program or activity.
 - g. Immediately report to:
 - i. Provincial protective services or police
 - ii. The District Protecting Vulnerable People Chair who will communicate with the Club President or District Committee Chair.
2. If you are worried about the welfare of a vulnerable person or their safety (including neglect, self-harm, homelessness):
 - a. Make notes of your concerns; persons involved, what you saw, heard, witnessed, where and when the incident took place. Use the victim's words when possible. Sign and date your notes
 - b. Ensure the person is safe from harm. Call 911 if there is an immediate risk

- c. Immediately report to:
 - i. Provincial protective services or police
 - ii. The District Protecting Vulnerable People Chair who will communicate with the Club President or District Committee Chair.
 3. If you receive a complaint or allegation about any Rotarian or Rotary volunteer:
 - a. Immediately inform your Club President or District Committee Chair.
 - b. Make notes of your concerns; persons involved, what you saw, heard, witnessed, where and when the incident took place. Sign and date your notes.
 - c. Immediately report to:
 - i. Provincial protective services or police
 - ii. The District Protecting Vulnerable People Chair.
 4. If a complaint or allegation is made about you, immediately inform your Club President or District Committee Chair.
 5. When you notify the District Protecting Vulnerable People Chair, you will need to provide all the information you have. Do not withhold any information.
 6. Anyone has a right to raise concerns or report allegations in confidence without fear of repercussions or other adverse effects.
 7. If you are in any doubt, contact the District Protecting Vulnerable People Chair. The team can assist with contacting provincial protective services or police.

Rotary District 5360

Youth Protection Procedures related to Rotary Youth Exchange Program

RI Code of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Club Certification for Youth Exchange

- 1) Rotary International has made it mandatory that all Districts participating in the RI Youth Exchange must be fully certified.
- 2) Annual Certification is contingent on meeting the requirements as outlined in this document at both the club and district levels. All D5360 clubs participating in the Rotary Youth Exchange Program must be certified in order for District 5360 to be certified. Procedures and compliance requirements are set out on an annual basis.

Participant Selection and Screening:

- 1) All students interested in participating in the District 5360 Youth Exchange Program must:
 - a) Complete a written application
 - b) Be interviewed for their suitability for participation in the Youth Exchange Program.
 - c) Be recommended by a Rotary Club to participate
 - d) Be approved by the District Youth Exchange Committee
 - e) Attend and participate in all district orientation and training sessions.
 - f) Sign a student exchange contract that defines the student's responsibilities before, during and after the exchange and signifies their acceptance of the terms and conditions of the exchange program
- 2) All parents or legal guardians of students interested in participating in the District 5360 Youth Exchange Program must:
 - a) Be interviewed to determine the family's suitability for participation in the Youth Exchange Program.
 - b) Sign a parent /guardian agreement that defines the parent's responsibilities before, during and after the exchange and signifies their acceptance of the terms and conditions of the exchange program