

Rotary International District 5370 Youth Volunteer Security Policy

All individuals working as volunteers within a Rotary sponsored youth program are required to adhere to the following policy.

1. **Vulnerable Persons Police records check are required for host families** (*to include all occupants 18 years and older*) **as well as** anyone else who will have *extended* unsupervised contact, on a one to one basis, with youth who are participating in Rotary Youth Programs

Unsupervised contact will be interpreted as being in the company of a youth when there will be no other persons around.

2. **Guideline for security screening:**

While there are a myriad of criminal offences it must be understood that all of them will not be disqualifiers; however all will be given due consideration in granting or denying a security clearance.

Automatic disqualification from youth programs will be based on the following convictions, but not limited to:

- Indictable offenses involving violence
- Any crime of violence against children
- Any spousal abuse offenses
- Any offenses involving weapons and/or arson
- Possession of a controlled substance
- Drug trafficking
- Drinking and driving including refusal of breathalyser offenses within the last 5 years, second offenses permanent disqualification
- Summary conviction of drug offenses within 5 years, second offenses permanent disqualification

Any conviction of a criminal offence not listed above will be considered by the District Rotary Youth Volunteer Security Committee (RYVSC), and could result in disqualification. Rationale for such disqualification will be provided by RYVSC.

3. **Process to secure clearance**

- a) It will be the responsibility of the individual volunteer to obtain a police vulnerable persons record check from their local police agency.

- b) Once the Vulnerable Persons Records Check (VPRC) has been obtained by the volunteer it will be scanned and emailed directly to our District Abuse Prevention Coordinator (DAPC) for review.
- c) The DAPC will review the police records check and either certify or reject the volunteer based on the established guidelines as above.
- d) The volunteer will then present their certification to their individual club, allowing them to participate in the Rotary Youth Program for which they have volunteered.
- e) For those volunteers who cannot be certified as a result of the police records check and wish to appeal the DAPC decision, they may make their appeal first to the District Abuse Prevention Committee (which consists of the Past District Governor, Current Youth Services Chair and Current District Governor) and if they are still not satisfied, to the District Board of Directors.

4. Identification of 'Certified Volunteers' and the Handling of Confidential Information:

- a) The Rotary Youth Volunteer Security Committee will issue a letter to indicate that based on the police records check the volunteer be certified to participate in the Rotary Youth Program for which they have volunteered. No copy of the VPRC will be retained by the District.
- b) Only members of the Rotary Youth Volunteer Security Committee will be privy to confidential information contained within the police records check.
- c) The Committee as a whole will only meet to discuss those police records checks which reflect a concern.
- d) For those police record checks which reflect that police have no adverse database information about the individual, the review and letter of certification will be issued by the DAPC alone.
- e) It will be the responsibility of the volunteer to declare any criminal convictions they might obtain during the time period they are in the Rotary Youth programs.
- f) Certification will be good for a three year period, subject to review if a person is known to have been the subject of a police investigation within this time period.