



# District 5390 Risk Management

Mike Mayott

District Risk Manager



# DISTRICT RISK MANAGER

- Chair of District Risk Management Committee
- Maintain, Supervise and Increase Awareness of District Abuse and Harassment Policies
- Assure Clubs that sponsor Youth Activities; e.g.: Youth Exchange, RYLA and Interact:
  - have their own Policies in Place for Abuse and Harassment and the Reporting of the same



## DISTRICT RISK MANAGER

- Ensure Clubs and Committee that participate in Rotary sponsored activities involving protected persons and youth follow the District policy for screening of program volunteers, hosts and participants.
- Report to the DG any information regarding situations of possible abuse or harassment



# DISTRICT RISK MANAGER

- Assure that cases of abuse and harassment are reported to the proper law enforcement agency
- Supervise district training in the prevention and awareness of abuse and harassment
- Maintain records of club and District compliance
- Maintain a list of local services for crisis situations as supplied by Clubs.



# DISTRICT RISK MANAGER

- May, with the assistance of the DG, assist as club protection officer for those small clubs where situations of size prohibit the confidentiality of this position.



## RI Policy

- Each district shall have guidelines for the prevention of abuse and harassment which apply to all Rotary programs, activities and planned events.
- 2009 Mandated a written policy related to emergencies and a committee to oversee and implement specific policies and procedures for dealing with crises.



# 5390 Crisis Management for YE and Youth Programs

- Designate one person from the club sponsoring the event to take charge in the event of a crisis to do the following:
- Notify law enforcement
- Immediate response to nearest medical help/hospital
- Pass on all necessary information to the hospital and other authorities



# 5390 Crisis Management for YE and Youth Programs

- Notify Parents (including host parents of YE)
- Notify District Risk Management Office (YE Chair)





## Protection From Media

- One person designated by Risk Management Officer or DG to provide information to media
  - Person is familiar with the laws relating to the release of names of minors
    - Do not disclose names or medical conditions of minors to any third party
  - Familiar with the workings of YE and other Rotary Youth Programs
  - All other Rotarians defer comments to this person



# #5390 Policy for Prevention of Abuse and Harassment

- Scope
  - Applies directly to all Rotarians and Volunteers in District programs, activities or events who come into solitary or unsupervised contact with youth or vulnerable persons
  - Including all adults over the age of 18 years who are ordinarily resident in homes in which an Exchange student is residing



# #5390 Policy for Prevention of Abuse and Harassment

- Definitions
  - Abuse: physical, emotional or sexual
  - Harassment: any conduct that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offense or harm.
    - Belittlement, demeaning, causing personal humiliation or embarrassment
    - Any act of intimidation or threat



# #5390 Policy for Prevention of Abuse and Harassment

- Definitions
  - Protected Person: a youth or other vulnerable person



# #5390 Policy for Prevention of Abuse and Harassment

- Definitions
  - Youth: any person less than 18 years of age involved in a Rotary program.
  - Vulnerable Person: anyone who is elderly, physically or mentally disabled or infirm, or suffering from any sort of disability that might render him or her in need of protection or care.



# #5390 Policy for Prevention of Abuse and Harassment

- Definitions

- Sexual harassment: any intentional or unintentional behavior of a sexual nature that would make a reasonable person feel offended, humiliated or intimidated.

- Volunteer: any adult involved with Rotary programs involving protected persons who has **direct, unsupervised interaction** with those protected persons

- Includes Rotarians, Non-Rotarians, Spouses and Family members



# #5390 Policy for Prevention of Abuse and Harassment

- Definitions

- Prohibited Person: Anyone who

- Has been convicted of an offense which resulted in harm to an individual
    - Has been convicted of any offence which in the opinion of the Risk Management Officer suggest an unacceptable risk of harm to a person in the care of that individual
    - Is subject to a court order prohibiting that person from being in contact with any other individual



# Club Commitments

- Written policy on prevention of abuse and harassment (may adopt District policy)
- Issue Guideline on how to deal with disclosure or discovery of abuse or harassment
- Designate a Club Risk Management Officer
- Establish a process where protected persons can talk in confidence and safely with an independent person





# Club Commitments

- Prepare Rotarians and volunteers to work effectively with all protected persons
- Establish a process of screening of volunteers, students and host families
- Policies for reporting all suspected cases of abuse or harassment
- Let the 4 Way Test be the guide for their ethical and moral behavior



# Screening of Rotarians and Volunteers

- YE
  - All Club counselors, mentors, and host family members over 18 must have a completed Criminal Record Check including Vulnerable Sector Screening (Offender Database) annually
- All Other Programs involving Protected Persons
  - Criminal Background Check



**ROTARY BACKGROUND INQUIRY AUTHORIZATION RELEASE**

In accordance with Rotary District 5390's Guidelines Regarding Abuse and Harassment, we are requesting a background check of all Rotarians, their families, and non-Rotarian volunteers who come into solitary or unsupervised contact with youth or other vulnerable persons. Please read the form below carefully and return it to your Club Risk Management Officer as soon as needed. (If you have already had a background check in the past year, please let your RMO know.)

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In connection with my application for volunteering, I understand and agree that background inquires may be requested by you or on your behalf that will seek information as to my character. I understand and agree that you may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my criminal record and other past experiences. I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, county and local agencies and authorities.

The following is my complete and legal name, and all information is true and correct to the best of my knowledge.

Last Name		First Name		Middle Name	
Volunteer's Signature (initials :)		Date of Birth:		Sex: M <input type="checkbox"/> F <input type="checkbox"/>	
Social Security Number		Email:		Telephone:	
Former Names and time frames (if applicable)					
Current Address		City/State	Zip & County	Dates (Month & Year)	
Previous Address (if less than two years in current address)					

\*Charge to Rotary Club: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Check one) Volunteer  Rotarian  Host Family

\*Clubs will be billed by the District. This release is good for three years from the date above. The results of background (Match or no match) will be sent to the club's protection officer. All information is kept confidential.

This form can be downloaded from [www.montanarotary.org](http://www.montanarotary.org) Under the download tab



**ROTARY DISTRICT**  
5390  
PO Box 1091  
Billings, MT 59103-1091

**Treasurer / Youth Protection**  
**Officer:**  
Michael Mayott  
District5390riskmanager@gmail.com

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Re: Criminal Background Check:

Position

Submitted:

Received:

Dear

On the date referenced above, I ran a Criminal Background Check on the above referenced candidate. The search was performed and it included a Multi-State Search, National Sex Offender Search and a Social Security Number Search. I conclude the following:

- The search came back with no results that would prohibit this candidate from being involved in the Rotary Youth Programs.
- The search came back with some negative results but in my opinion, nothing that should disqualify this candidate from being involved in the Rotary Youth Programs.
- The search came back with some negative results that lead me to conclude that this candidate should NOT be involved in the Rotary Youth Programs.

Please note that the results of this search are reviewed by me and then stored for audit purposes.

Sincerely,

Michael J. Mayott  
Youth Protection Officer

cc:



# Risk Management Policy and Procedures

- District 5390 Manual of Procedure as of April, 2012
  - Appendix A: Rotary International's Guidelines for Youth Exchange Emergencies
  - Appendix B: Reporting Guidelines for Allegations of Harassment or Abuse
  - Appendix C: Requirements of Clubs.

# Questions?

- Contact

Mike Mayott

District Youth Protection Officer

[district5390riskmanager@gmail.com](mailto:district5390riskmanager@gmail.com)

406-690-7012