Suggestions for Club Preparation for Youth Protection Policy Compliance

1. Appoint a Youth Protection Officer. Some clubs are extending the responsibility to include protection of other vulnerable persons if the club has programming relating to the aged, infirm, or other vulnerable persons.
2. Identify all child and youth (or vulnerable persons) programming sponsored/co-sponsored by the Club.
3. Assess each child and youth program to identify risks of harm to persons, property or reputation.
4. Decide on risk mitigation measures to be taken by the Club, ensuring that the minimum requirements set out in the District Child and Youth Protection Policy are met.
5. Determine who in the Club requires Criminal Background Checks and how often and make arrangements for completion.
6. Determine who in the Club needs to complete Volunteer applications and sign off they have reviewed the policy, and have the paperwork done.
7. Determine who requires NAYEN training and contact Don Moore, District Governor Elect, at [dinty@wightman.com](mailto:dinty@wightman.com) to request set up by providing the names and email addresses of those requiring training on the District Compliance Report and NAYEN Request.
8. Undertake any other risk management measures required by the policy or included in the Club’s assessment.
9. Complete the Compliance Report and forward it to the attention of Don Moore, District Governor Elect at [dinty@wightman.com](mailto:dinty@wightman.com)

Contact Michele Parkin, District Youth Protection Officer at [D6330RotaryYPO@gmail.com](mailto:D6330RotaryYPO@gmail.com) or Don Moore, District Governor Elect at [dinty@wightman.com](mailto:dinty@wightman.com) if you have questions.