

DISTRICT 6330

VULNERABLE PERSONS AND YOUTH PROTECTION POLICY

The purpose of this document is to provide specific policies and procedures that apply to the membership of Rotary District 6330 and anyone else acting on behalf of District 6330, when dealing with vulnerable persons/youth in connection with district authorized activities. These activities include, but are not limited to, Rotary Youth Exchange, Interact, and Rotary Youth Leadership Award (RYLA).

Rotary strives to create and maintain a safe environment for all vulnerable persons/youth who participate in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses and partners, and other volunteers to protect vulnerable individuals, including children and young people they come into contact with and protect them from physical, sexual, emotional or psychological abuse, harassment, or neglect.

As representatives of Rotary District 6330 and of individual rotary clubs, Rotarians are actively involved with members of the community including young people, the elderly, and people who are vulnerable. As an organization, Rotary District 6330 is committed to protecting the interests of participants in any and all Rotary activities at both the district and club level. Fulfilling this duty protects these individuals and enhances the interests of rotary clubs and Rotarians in their volunteer efforts to improve the quality of life in our communities. Further, Rotary's reputation is maintained and the risk of liability, including legal liability is minimized.

Harassment or abuse by members or those associated with authorized District 6330 activities will not be tolerated in any form. The district will treat all allegations seriously, and make the protection of children, minors, and all people at risk a fundamental concern, and assist with any investigation initiated because of any allegation associated with Rotary activity.

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DEFINITIONS AND ABBREVIATIONS

Casual Contact – persons having casual contact (incidental and infrequent group contact) are persons not directly responsible for the vulnerable persons/youth but who may provide incidental transportation or invite a vulnerable person/you to an event such as dinner, movie, sports event, weekend activity, or travel approved by the Host Family and YEO if the youth is a Rotary Youth Exchange Student. Once again, casual contact must be infrequent and incidental so that a regular pattern is not developed.

Casual Contact Overnight Travel – These include occasions that may include trips of up to 72-hours duration, such as ski weekends, in which the youth will be in the care and custody of an adult who is not a screened volunteer.

Emotional, psychological or verbal abuse – The use of fear, humiliation, or verbal assault to control the behaviour of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements about their race, religion, abilities, intellect, tastes, or personal appearance.

NAYEN – North American Youth Exchange Network is a Regional Association representing 167 districts in Canada, Mexico and the United States which are involved in Rotary Youth Exchange. NAYEN supports its members through the development of resources and training materials to support their district programs.

Neglect – Failure to provide adequate food, clothing, shelter, or medical care necessary for another person's well-being.

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

Prohibited Person – A person prohibited from participating in a Rotary youth program is anyone who has admitted to, been convicted of, otherwise been found to have engaged in sexual, physical, or verbal abuse, sexual harassment, or neglect. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.

RI – Rotary International. RI is a global network of 1.4 million neighbours, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting positive change.

Rotary Youth Services – All district and club activities involving youth, including but not limited to Rotary Youth Exchange, Rotary Youth Leadership Award (RYLA) and Interact.

RYLA – Rotary Youth Leadership Awards – is an intensive leadership experience organized by Rotary clubs and districts where individuals ages 14-30 develop leadership skills while having fun and making connections. It is also referred to as Seminars for Tomorrow's Leaders.

Sexual Abuse – Engaging in or arranging implicit or explicit sexual acts. This includes pressuring someone to perform a sexual act alone, or sexually engaging directly 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 or youth program participant, or any nonconsensual sexual activity between peers, is

considered sexual abuse. Sexual abuse can also include offenses that don't include touching, such as voyeurism, indecent exposure, stalking, electronic harassment, or showing a young person sexual or pornographic material.

Sexual harassment – Sexual advances, requests for sexual acts, 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, but are not limited to:

- Sexual epithets or jokes, written or oral references to sexual conduct, gossip about one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Giving private or secret gifts, including those of a sexual nature
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact such as brushing or touching against a person
- Obscene language or gestures, and suggestive or insulting comments

Rotary Volunteer – Any adult involved with Rotary activities having direct interaction with youth or vulnerable persons. This includes but is not limited to:

- Club and district youth program officers, counselors, and committee members
- Rotarians and non-Rotarians, their spouses/partners who interact with youth/vulnerable persons in a Rotary program
- Youth Exchange host parents and other adult residents of the host home (including adult siblings and other adult family members) are included

RYE – Rotary Youth Exchange is an opportunity for young people to experience a cultural exchange and develop as leaders who promote peace

Volunteer with significant interaction – Any Rotarian or individual volunteering on behalf of Rotary that will have significant interaction with children or youth, or a vulnerable person based on factors which include, but are not limited to:

- The amount of time and nature of involvement
- The location and surrounding of the activity
- The presence of other individuals e.g., screened volunteers, other adults, other children/youth/vulnerable person
- Whether or not an overnight stay is involved
- The involvement of the parent(s) of any such youth/vulnerable person
- For greater certainty, volunteers with significant interaction with youth also include the District Youth Protection Officer any member of the District Youth Protection Committee, the District Youth Exchange Committee, the District Interact Committee, the District Rotaract Committee, the District Governor, the District Governor-Elect, the District Governor Nominee, Club Youth Protection

Officers, Club Youth Exchange Counselors, Club Youth Exchange Officers, Club Interact Chairs and Club Rotaract Chairs.

Vulnerable person – Someone of any age who due to their personal circumstances, is especially susceptible to harm.

YEAH – Youth Exchange Administration Hub, where Rotary Youth Exchange participants can manage pertinent information about the RYE program

YEC – Youth Exchange Counsellor assists RYE students to maximize their exchange experience

YEO – Youth Exchange Officer recruits outbound students, places inbound students and monitors their progress

Youth program participant – Anyone under the age of 18 when they became a participant in a Rotary youth program. This includes all participants in Interact, RYLA and Rotary Youth Exchange Program.

YPO – Youth Protection Officer oversees the youth protection program

YVM – Youth Volunteer Management is a database that manages information about youth programs other than RYE

1. POLICY

- 1.1 The district will appoint a Youth Protection Officer to advise the district and clubs on abuse and harassment prevention and to help manage risks and any crises that affect the safety of youth.
- 1.2 The district will maintain a crisis management plan as outlined in Rotary's Youth Protection Guide. <https://my.rotary.org/document/rotary-youth-protection-guide>
- 1.3 All Rotary member and nonmember volunteers who are interested in working with youth or vulnerable person program participants must meet RI and district eligibility requirements.
- 1.4 Any person involved in Rotary against who an allegation of abuse or harassment is made must be removed from all contact with youth until the matter is resolved. Further, a club must terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in abuse or harassment of youth or youth program participants. RCOP 2.120.2 <https://my.rotary.org/en/document/rotary-code-policies>
- 1.5 All allegations of abuse or harassment (see exception below) shall be reported immediately to the appropriate law enforcement agency and to Rotary International headquarters within 72 hours of learning of the incident. Exception - In **Ontario** if the victim is 16 years old or older, they have the right to confidentiality. You can not disclose the abuse without their consent.
- 1.6 People who are prohibited from working with youth also may not serve as district Interact chair, Interact club adviser, district RYLA chair, district Youth Exchange chair, district youth protection officer, or in any other locally appointed club or district role in which they might have contact with youth.
- 1.7 Conflicts or disagreements that may occur between parties responsible for the implementation of this policy or these procedures contained herein shall be arbitrated by the District Youth Protection Officer or another individual designated by the District Governor.

2. COMPLIANCE

The District Governor is accountable for supervising and controlling all youth activities in the district, including those associated with Rotary Youth Exchange. District 6330 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

Programs that are managed at a district level (e.g., RYLA and RYE) are primarily responsible for youth protection within their program.

Clubs that have club youth programs are responsible for youth protection in their clubs' programs and must provide the District Youth Protection Officer with a copy of the following for review and approval:

- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued.
- Any club youth protection training materials.

3. RESPONSIBILITIES

Club President has overall responsibility for:

- operating and coordinating all club youth/vulnerable person activities, with the support of club committee members
- appoints the club Youth Protection Officer and on recommendations from the club YPO, approves members of the club Youth Protection Committee, as needed

Club President and Youth Protection Officer should:

- Know all Rotary and district youth protection policies and program operations that apply to the club's involvement, and ensure that the club programs meet policy requirements
- Implement required training, screening, program logistics, and risk management procedures
- Engage regularly with youth program participants to get feedback on the programs
- Coordinate with the District 6330 YPO to respond immediately and thoroughly to all allegations of abuse, harassment, and other crises

Club YPO responsibilities:

- Track and screen volunteers that have significant involvement with vulnerable persons/youth
- Maintain liaison with the District 6330 YPO
- Conduct a Club Youth Protection training session at a club level

- Provide oversight to the club youth protection program related activities to assure day-to-day compliance with program policies and procedures
- Identify the need for new or modified youth protection policies and procedures. Develop and review the club youth protection policy and procedures
- Evaluate club youth protection policy compliance with District 6330 and Rotary International youth protection policy requirements
- Where there is a concern about abuse or harassment, the club YPO escalates the issue to the District YPO
- *Where a Youth Exchange participant is involved, the District Youth Exchange Chair is also contacted.*

4. RISK MANAGEMENT ASSESSMENT

Clubs must consider their youth protection programs and bearing in mind the ultimate goal of child and youth protection, the risks involved in specific situations, the level of supervision by multiple Rotarians, and the nature and duration of the event, what their risk management interventions should be. This table provides guidance in determining risk management interventions, based on level of interaction. If a club is uncertain about their level of interaction, please consult the District Youth Protection Officer.

Level of Interaction	Risk Management Interventions
No or limited interaction	<ul style="list-style-type: none"> • Review Risk Management guidelines below • Club President completes the RI Learning Center Module on Youth Protection https://learn.rotary.org/members/learn/course/422/protecting-youth-program-participants
Volunteers with Significant Interaction (as defined above)	<ul style="list-style-type: none"> • Review Risk Management guidelines below • Volunteer screening Steps 1-5 (see below) • Complete RI Learning Center Module on Youth Protection https://learn.rotary.org/members/learn/course/422/protecting-youth-program-participants • Have Criminal Background Check completed and any subsequent annual declarations • Document in Youth Volunteer Management database
YEO, YEC, and Host Families (Rotary Youth Exchange Program)	<ul style="list-style-type: none"> • Review Risk Management guidelines below • Volunteer screening Steps 1-5 (see below) • Have Criminal Background Check completed and any subsequent annual declarations • Document in YEAH database • Complete NAYEN training every 4 years

Risk Management Guidelines:

The following statement adapted from the Scouts Canada Code of Conduct provides useful risk management guidelines. Factors that should be taken into consideration include:

- The amount of time and nature of involvement
- The location and surrounding of the activity
- The presence of other individuals e.g., screened volunteers, other adults, other children/vulnerable persons)
- Whether or not an overnight stay is involved
- The involvement of the parent(s) of any such youth/vulnerable person
- Include risk and hazard reviews for all activities

5. VOLUNTEER SELECTION AND SCREENING

The following screening steps must be completed in respect of volunteers participating in Rotary activities established for children or youth prior to participation. The Club YPO will ensure completion of the volunteer screening processes identified herein, with the assistance of members of the Club Youth Protection Committee that he/she may designate and will ensure that no “prohibited person” as defined herein, is authorized to work with youths in any club sanctioned activities.

Note: An individual cannot perform a background check or screening on themselves or their families, the screening must be done by another approved volunteer.

Requirements include:

- Step 1 The completion of a volunteer application which is to be submitted to the club secretary or club youth protection officer. This document can be found in the Youth Volunteer Management software
- Step 2 Undergo a personal interview by a designated Rotarian on behalf of the club
- Step 3 The provision of a list of references to the club secretary or club youth protection officer
- Step 4 Evidence of completion of the mandatory RI Learning Center Youth Protection Training program and meet the exam “pass” requirements. As stated above, YEO’s /YEC’s and Host Families who are involved in the RYE program are required to complete the NAYEN program training.
- Step 5 Completion of a Criminal Background check – specifically one with a national search relevant to interaction with youth or vulnerable persons (i.e., Police Vulnerable Sector Check (PVSC) in Ontario or a search that includes the Department of Justice’s National Sex Offender Public Registry in Michigan). If the Criminal Background check has any criminal convictions or charges or other records it may be reviewed by the District Youth Protection Officer. Completed CBC’s are retained in the YVM or YEAH software
- Step 6 The volunteer information must also be reviewed by the District YPO against the prohibited persons list that is maintained by the District YPO. Individuals on the prohibited persons list are

prohibited from working with youth in a Rotary context and are not permitted to be members of a Rotary Club or Rotary affiliated group.

Any individual who has been convicted of one of the following or similar crimes under the laws of the United States of America, or Canada, or of any other nation, shall be automatically disqualified to act as a volunteer with Significant Interaction with Youth:

- Any offense involving children/youth
- Any offense involving violence (either real or threatened)
- Any offense of a sexual nature

Other factors and information unfavourable to the volunteer may also lead to the volunteer's disqualification is the sole discretion of the YPO. Factors to be considered in making such a determination shall include, but not be limited to, personal references and in the case of any criminal law, conviction, the nature, disposition, and severity of crime committed, as well as the length of time which has passed since any such incident occurred.

Should the result of any Criminal Background Check, personal reference or other information unfavourable to a volunteer come to the attention of the District Youth Protection Officer, that Officer shall consult with the relevant District Program chair, club Youth Protection Officer and either the District Governor or the President of that volunteer's Rotary Club before rendering a decision disqualifying that volunteer from participation in any program involving Youth or Children.

Any decision which results in the disqualification of a volunteer shall be communicated first to the District Governor before the volunteer.

If a difference of opinion should arise between the District Program Chair and the volunteer's Club President as to whether such a volunteer should be disqualified, the District Youth Protection Officer's opinion shall be determinative.

Failure to authorize or provide a Criminal Background Check or any information required by the YPO, within a reasonable time, will automatically disqualify the individual from acting as a Volunteer with Significant Interaction with Youth in Rotary programs.

If a person is accused of sexual abuse or harassment and law enforcement's investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused might have future contact, as well as the accused.

Where a person who has been cleared of charges may apply to continue as a youth program volunteer, the decision regarding this continuance is decided by the District Governor in consultation with the District Youth Protection Officer. Such reinstatement is not a right, and reinstatement to a former position is not guaranteed.

District 6330 maintains confidential records of individuals prohibited from contact with youth/vulnerable persons and makes sure that these prohibitions are implemented consistently throughout the district from year to year.

5.1 Youth Exchange Host Family Screening:

If a non-Rotarian candidate host family is recruited, the volunteer screening processing will be performed by someone other than the person who recruited the family as designated by the Club YPO.

For Youth Exchange host families, the interview determines suitability. It should demonstrate:

- Commitment to the safety and security of students
- Appropriate motives for hosting a student consistent with Rotary's 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
- Provide a list of personal references and their contact information (references may not include family members and no more than one Rotary member). Personal references will be reviewed by the District Youth Exchange Committee.
- To comply with RI and district guidelines for the Youth Exchange program, Youth Exchange host families must also undergo announced and unannounced home visits during the placement; home visits must be conducted during each year the family participates, 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.

For those who are involved in Rotary Youth Exchange, records will be retained in the Youth Exchange Database System (YEAH) for 10 years for Youth Exchange participants.

Youth Exchange student must be appointed a Rotary Counselor who meets the criteria for all volunteers. Also:

- A counselor must not hold a role of authority over the student's exchange (for example, a member of a student's host family, school principal, club president, or district or club Youth Exchange officer)
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or psychological abuse or harassment

5.2 Youth Exchange Participant Selection and Screening

All students who are interested in the District Youth Exchange program must meet district guidelines and:

- Complete a written application
- Be interviewed by the sending club and district
- 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 to participate in the program.

6. Youth Protection Awareness/Education

District 6330 and its clubs will provide youth protection education and information on youth programs.

District Governors are required by Rotary International to complete the Youth Protection Program for Governors learning center module and have achieved a passing grade on the requisite quiz.

Each district program that involves vulnerable persons/youth, is responsible for training program participants as appropriate to the nature of the program.

The District Youth Protection Officer will provide an educational session about Youth Protection as part of PELA (PETS).

The district will:

- Review the District Youth Protection Policy annually to ensure adherence with RI guidelines and applicable legal requirements
- Develop a schedule that specifies who will be trained, how often, and in what formats
- Maintain records of participation
- 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
 - Rotary Counselors
 - Other Rotary members and nonmembers who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)

7. Responding to Allegations

The district will take all allegations of abuse or harassment seriously and will handle them in accordance with the District Abuse and Harassment Allegation Reporting Guidelines in Appendix C

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

8. Travel by Youth

All Rotarians coordinating programs involving children or youth must adhere to the policy. If you have any questions, contact the District 6330 YPO **before** making travel arrangements.

Any **same day** travel within the country involving youth or vulnerable persons must have:

- Permission of the parent/guardian
- Approval of the Club YPO

Any **overnight travel or travel outside of the country** involving youth or vulnerable persons must have:

- Permission of the parent/guardian
- Approval of the District YPO

Important Notes:

If the Club YPO is not available, the Club President may also grant permission

If the District YPO is not available, the District Governor may also grant permission.

For travel by Youth Exchange participants see “District 6330 Youth Exchange Travel Policy” in Appendix A

9. District Youth Exchange Administration

The District Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have at least the minimum insurance that is required by the Rotary Code of Policies (Because the host district must be able to arrange immediate and emergency medical attention when it is needed, it must be satisfied that the student’s coverage is adequate)
- Store participant and volunteer records securely for 10 years, in accordance with all applicable privacy laws

- Provide each student with a list of local services (rape and suicide crisis hotlines; alcohol and drug awareness programs; relevant law enforcement agencies; LGBTQ+ services. This list must also include the following contacts:
 - For inbound students: Host Rotary Youth Officer, host club president, host District Youth Exchange chair, host District Governor, and at least two nonmember 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 the Rotary Youth Exchange Officer and who can help the students with any problems
 - For outbound students: sending Rotary Youth Exchange Officer, sending club president, sending District Youth Exchange chair, sending District Governor
- Complete an annual survey reporting on program activity for RI
- Report all incidents (including abuse or harassment allegations, accidents, crimes, early returns, and death) that involve Youth Exchange students to RI staff (youthprotection@rotary.org) within 72 hours of learning of the incident
- Prohibit any unauthorized exchange activity, such as sending a student on exchange outside of the Rotary Youth Exchange program or outside of the district certification structure
- Develop contingency hosting plans that list prescreened families. Establish the criteria and procedures for removing a student from the host family. Arrange for temporary contingent housing in advance.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of sending students on an exchange.
- Have long-term program participants stay with multiple host families, if possible. It is recommended that they be placed with three host families during their exchange. If circumstances prevent multiple host family placements, the sending and the host district must agree and must inform the student's parent or legal guardian in advance. At least one backup host family must be available.
- Request a monthly report from each inbound and outbound program participant that includes information on their current hosts, feelings, concerns, ideas, and suggestions. The District Youth Exchange committee can review the reports and assist program participants as needed.

APPENDIX A

District 6330 Youth Exchange

TRAVEL POLICY

How Long?	With?	Where?	School Missed?	Permission Required?
	Any travel or activity involving more than 2 exchange students			Host Family, Club YEO and Inbound Coordinator
Same Day	Host family Rotarian(s) School Adults (≥ 25 years old) known to Host Family	Same province/state	No	Host Family
Same Day	Friends/adults (≤ 25 years old) known to host family	< 50 miles/80 km from home	No	Host Family + Club YEO
All other same day travel				Host Family + Club YEO
1 Night	Friends' families	Same province/state	No	Host Family
1-3 Nights	Host family	Same province/state	1 day	Host Family + notification to Club YEO
1-3 Nights	Rotarians School Non-Rotarian family	Same province/state	See maximum note	Host Family + Club YEO
4-7 Nights	Host family	Same province/state	See maximum note	Host Family + Club YEO
All other overnight travel			See maximum note	Host Family + Club YEO + District Inbound Coordinator/District Chair

Important Notes:

Students must not miss more than 15 school days during the year

For some trips, natural parents' permission will be required (will be determined by District Youth Exchange Chair).

Travel to Central States Rotary Youth Exchange and D6330 Youth Exchange Conferences are pre-approved.

Requests sent less than 48 hours before the start of travel will be denied unless there are valid reasons provided for the late request.

APPENDIX B

OFFENCE DECLARATION

(for use by VOLUNTEERS for whom District 6330 has previously collected a Criminal Background Check)

Name	
Address	
Telephone	

Have you ever been subject to a court order involving sexual, physical or verbal abuse including but not limited to domestic violence or civil harassment?

- No
- Yes

I DECLARE, since the last Criminal Background Check collected by District 6330, or since the last Offence Declaration given by me to District 6330, that:

- I have no new criminal convictions up to and including the date of this declaration for which a pardon has not been issued or granted

OR

- I have new convictions for offences for which a pardon has not been issued or granted and will submit a new Criminal Background Check

Signature of Volunteer Date

Club President and/or Secretary or YPO Date

APPENDIX C

District 6330 Sexual Abuse and Harassment Allegation Reporting Guidelines

Statement of Conduct for Working with Youth: The district 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 psychological abuse.

No tolerance for any abuse or harassment: Rotary International and its districts are committed to protecting the safety and security of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

The safety and well-being of program participants must always be top priority.

Receiving a Report of Abuse or Harassment

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 supportive, 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 to prevent it from happening to others.
 - Get information, but don't interrogate the participant. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that they did the right thing in telling you. Avoid asking why questions, which may be interpreted as questioning the young person's motives, implying they are at fault, or suggesting that you don't believe them. Remember that your responsibility is to report this information to the proper authorities.
- Be nonjudgmental and reassuring. Avoid criticizing anything that has happened or anyone who may be involved — even the accused, because it could be someone they care about. It is especially important not to blame or criticize the young person. Emphasize that it was not their fault and that they were brave and mature to come to you.
- Be patient and understanding. A person who has experienced trauma might find it difficult to talk about the details of their experience. Encourage them to report as much as they can or as they feel comfortable discussing. Try to minimize any need for them to explain their experience again.
- Document the allegation. Take confidential notes that include details such as dates and locations they reference, as soon after the report as you can. Try to use the young person's exact words.

Responding to an Allegation

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

1. Protect the young person.

Ensure the safety and security of the young person by removing them from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for their safety and is not a punishment. Take immediate action to safeguard the young person's health and well-being, and get them medical or psychological care, if necessary. If both the person who reported the problem and the person who is accused are young people, provide support to both of them.

2. Report the allegations to appropriate authorities.

Immediately report all cases of abuse or harassment first to the District Youth Protection Officer who then determines if child protection or law enforcement will be notified for investigation and then to club and district leaders. The investigation of alleged abuse or harassment must be left entirely to law enforcement agencies. All investigations must be conducted by authorities that are not affiliated with Rotary.

If the allegation involves this individual, the District Governor or the District Youth Exchange Chair should be the main Rotary contact.

The district will cooperate with police and legal investigations.

- 3.** Remove the accused person from contact with youth or remove the youth from contact with the accused if removing the accused is not possible. The district will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.
- 4.** Avoid gossip and blame. Do not tell anyone about the allegation other than those who need to know. Take care to protect the rights of everyone who is involved during the investigation. The district maintains the privacy (as distinct from confidentiality) of any person who has been accused by enforcing the following procedures:
- 5.** Follow up and implement safeguards. All Rotary member and nonmember volunteers who know about an allegation must make sure that RI is informed of it within 72 hours. Reporting abuse or a youth protection concern can be difficult. See the Youth Protection page on the RI website: <https://my.rotary.org/en/earning-reference/learn-topic/youth-protection> and click on "Report a Youth Protection Concern"

If you need advice or assistance, write to youthprotection@rotary.org,

submit an online report: <https://ri.i-sight.com/portal>

or call +1 866-976-8279 08:00-16:00 Chicago time (UTC-5 or UTC-6) to talk with Rotary's Youth Protection staff.

A district officer will provide ongoing status reports to RI. If the accused is a non-Rotarian and the victim is over 16, they must give consent for any disclosure.

6. The district will also make sure that the parents or legal guardians of the participants (whether they are accused or making the accusation) have been notified. If the accused is a non-Rotarian and the victim is over 16, they must give consent for any disclosure.
7. The district will refer all involved young persons to an independent, non-Rotary counsellor, who can provide them professional emotional support:
 - Wes for Youth Online is a free counselling service for students at <https://wesforyouthonline.ca/>
 - Wellness Together Canada is designed to be used on demand: you get to choose what you need, when you need it, at no cost. Their mission is to provide high-quality resources from substance use support for older adults, to grief and loss counselling for youth, with services that range from basic wellness information to one-on-one sessions with a counsellor, to participating in a community of support. <https://www.wellnesstogether.ca/en-CA>
8. If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Youth Protection Officer or District Review Committee will coordinate an independent review to ensure that District Youth Protection Policies were followed, confirm that youth safety was treated as the highest priority, and determine whether any changes to district procedures are needed. This review is not responsible for determining the validity of any allegations. That can be done only by youth protection agency personnel or trained law enforcement professionals.
9. When the district is notified of the outcome of any investigation by law enforcement, whether criminal or not, it will contact everyone involved in the incident. The district will document all allegations and accusations, as well as the final outcome and the actions taken to resolve the situation. Patterns of inappropriate behavior must be identified and addressed.

Appendix D

Rotary District 6330 Privacy Code

Our Privacy Code is based on the ten principles stated in the **Canadian Personal Information Protection and Electronic Documents Act (PIPEDA)**. These are:

1. **Accountability for the collection, use or disclosure of personal information:** We are responsible for maintaining and protecting your personal information, and unless required by law or regulation, will not use or disclose any personal information without first obtaining your consent.
2. **The purpose for which personal information is collected, used or disclosed;** We collect personal information in order to better serve our clients, to provide for internal administrative functions, and to meet legal/regulatory requirements.
3. **Consent to collect, use or disclosure personal information;** Except for the purposes detailed in our standard Release, we will not disclose personal information to any third party without your consent.
4. **Limiting the collection of personal information;** We do not collect personal information except for those purposes identified in our standard Release.
5. **Limiting the use, disclosure and retention of personal information;** Personal information will not be used, disclosed or retained except:
 - to facilitate your participation in the Youth Exchange Program;
 - for any purpose required by law or regulation;
 - for disclosures made to a public authority where such information is required to comply with a statute or law; and
 - for internal administrative functions.
6. **Keeping you personal information accurate;** if you have questions about the accuracy or completeness of your personal information, please ask us.
7. **Safeguarding your personal information;** We take every effort to protect against the unintentional release of your personal information and ensure that our agents and associates are required to respect the confidentiality of your information as well.

8. **Open disclosure concerning privacy practices;** We invite questions about our privacy practices.
9. **Access to such information;** As part of our policy, we make every effort to inform you of the way in which we collect, use and disclose personal information. If we receive requests for information which we are not authorized to release, we will first obtain your authorization prior to disclosing such information.
10. **Your right to challenge compliance with these principles;** We respect your right to ask us about our policies and practices in the collection and use of your personal information at any time.