

ROTARY INTERNATIONAL

District 6330

Child and Youth Protection Policy

Revised – April 2018

Statement of Principle

Rotary Clubs place great emphasis on their work with people in the community, including children, youth, and other vulnerable persons, through Rotary's many programs. 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 create and maintain a safe and respectful environment for all participants in Rotary programs or activities.

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1.0 Application

This policy applies to any Rotary Club engaging in activities involving children or youth. All clubs engaging in these activities are required to be certified by the District in accordance with this policy.

2.0 Definitions

Child – any person who is aged fourteen (14) years or younger.

Emotional Abuse – any activity that is likely to have ongoing negative impact on the psychological well-being of a person including, but not limited to, chronic exposure to alcohol or drug abuse, verbal attacks on a person’s sense of self, repeated rejection or humiliation. It may also include exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety.

Harassment: engaging in a course of vexatious comment or conduct related to one or more prohibited grounds which include race, color, ancestry, place of birth, ethnic or national origin, citizenship, creed, religious or political affiliation or belief, sex, sexual orientation, physical attributes, age, or disability. Harassing behaviours may include, but are not limited to unwelcome remarks and jokes, displaying or distributing offensive material, practical jokes, verbal abuse or threats, inappropriate or offensive gestures or engaging in or threatening physical assault.

Host Families- all members of a household aged 18 and over who are engaged in the hosting of an student in their home for a period of more than two days, whether or not part of the Rotary Youth Exchange program.

Physical Abuse- the intentional use of force to the body such that injury results. It may be a single incident or a series or pattern of incidents.

Sexual Abuse – Sexual abuse refers to engaging in explicit or implicit sexual acts with a student, or forcing or encouraging a student to engage in explicit or implicit sexual acts, alone or with another person of any age of the same sex or the opposite sex.

Some additional examples of sexual abuse could include, but are not limited to:

- Non-touching offences
- Indecent exposure
- Exposing a student to sexual or pornographic material.

Sexual Harassment – Sexual harassment refers to sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Some examples of sexual harassment could include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's own sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

Student – Child or Youth involved in or with Rotary Youth Activities, regardless of whether they are of the age of majority.

Volunteer – Any adult involved with Rotary child or youth activities having direct interaction with students. This includes, but is not limited to, club and district Youth Exchange Officers, Counselors and committee members, Rotarians and non-Rotarians, their spouses and partners who interact with students in a Rotary program, exchange program host parents and other adult residents of the host home (including adult siblings and other adult family members).

Volunteers with Significant Interaction with Youth – The term “Volunteers with Significant Interaction with Youth” includes any Rotarian or individual volunteering on behalf of Rotary that will have significant interaction with children or youth 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 (screened volunteers, other adults, other children/youth)
- whether or not an overnight stay is involved; and
- the involvement of the parent or parents of any such youth.

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, as well as 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.

Youth – any person aged of fifteen (15) to seventeen (17) inclusive and any participant in the Youth Exchange or Interact program aged eighteen (18) to twenty (20) inclusive.

Youth Exchange Officer (YEO)– a Rotarian designated by the Club to undertake specified responsibilities in respect of the Club's Youth Exchange Program.

Youth Exchange Counsellor (YEC)– a Rotarian designated by the Club to be available to students participating in Youth Exchange. This person cannot also be the Youth Exchange Officer and, where possible, should be of the same gender as the Youth Exchange Student.

Youth Protection Officer (YPO)– a Rotarian designated by the Club to undertake responsibility for ensuring compliance with this policy. This may be the YEO or YEC, or may be another designated Rotarian.

3.0 Statement 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.

Adopted by the RI Board of Directors, November 2002.

4.0 District Commitments

District 6330 is committed to supporting the protection of children and youth engaged in Rotary activities by:

- appointing a District Youth Protection Officer with responsibility for certifying clubs in accordance with the certification requirements at 5.0 of this policy;
- monitoring club compliance with this policy, Rotary guidelines for youth protection, and other relevant youth protection laws applicable to the club's jurisdiction;
- establishing procedures for reporting, investigation, and proper management of allegations, including non-criminal offences or allegations that law enforcement declines to investigate;
- appointing a lawyer, therapist, or counsellor to represent any alleged victim in cases of sexual abuse and sexual harassment;
- reporting all serious accidents or incidents or allegations (including, but not limited to, harassment, abuse, crime, injury, death), to RI (and to Central States Rotary if involving a Youth Exchange student) within 72 hours of the time the District becomes aware of the matter;
- requiring monthly reports from each inbound and outbound exchange student;
- reviewing this policy and accompanying procedures on an annual basis.

5.0 Club Certification Requirements

All clubs that wish to apply to the District for certification to engage in child or youth programs must provide the District Youth Protection Officer with a copy of the following for review and approval each year.

- Compliance Agreement (Appendix A) signed by the Club President and Club Youth Protection Officer (where applicable).

- Copies of any promotional materials and brochures that the club has produced to promote and support an established child or youth program run by the club.
- List of youth protection services in the Club's area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, local law enforcement agencies, community services, private services) used for dissemination in accordance with this policy.
- The Club's abuse and harassment prevention training program and training schedule for the upcoming year.
- A list of volunteers for registration on the NAYEN Youth Protection Awareness program.

6.0 Protection Measures

Where a Volunteer is participating in an established Rotary sponsored child or youth program, the following screening is *mandatory* and the Club is required to maintain records of screening results.

There will be occasions when children or youth are participating in Rotary activities that are not specifically established for children or youth. These occasions tend to be very short term and are usually conducted in the company of the child/youth's parent, or multiple Rotarians. During this type of interaction, the protection measures listed here are not mandatory, but are recommended. The Club is asked to exercise their prudent discretion in determining which protection measures to require, bearing in mind the ultimate goal of child and youth protection, the risks involved in the specific situation, the level of supervision by multiple Rotarians, and the nature and duration of the event.

6.1 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*.

6.1.1 *Volunteers* must:

- a) Complete a Volunteer **Application**, which is to be filed with the local Rotary Club Secretary or designated Club Youth Protection Officer; (see Appendix B)
- b) undergo a personal interview by an appropriately designated Rotarian on behalf of the Club;
- c) complete Rotary's online **NAYEN** Youth Protection Training and meet the exam "pass" requirements. Clubs that are not participating in the Youth Exchange Program may optionally complete the Rotary International training Protecting Youth Program Participants found in rotary.org;
- d) Provide a list of references for the Club Youth Protection Officer or other Club appointee;
- e) meet Rotary International and District 6330 eligibility requirements for working with youth / students, including the requirement that any Volunteer who has admitted to,

been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with children or youth in a Rotary context.

- f) Understand and comply with Rotary International and District 6330 guidelines for child and youth activities programs. These guidelines can be found on the District 6330 web site.
- g) Where a Volunteer with Significant Interaction with Youth will be working one on one with a child or youth in an unsupervised environment; that volunteer must provide a “clean” Criminal Background Check (CBC) in accordance with Rotary International requirements (typically a national search relevant to interactions with youth or vulnerable persons).
- h) Any individual who has been convicted of one of the following or similar crimes under the laws of the United States of America, of 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 (ether real or threatened); and
 - Any Offense of a sexual nature.
- i) Other factors and information unfavourable to the volunteer may also lead to the volunteer’s disqualification in the sole discretion of the Youth Protection Officer. 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.
- j) A satisfactory Criminal Background Check for Youth Protection Policy purposes will be deemed valid for a period of five (5) years unless the Youth Protection Officer, acting in sole discretion, should for whatever reason require the volunteer to submit a more current report.
- k) 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 the President of that volunteer’s Rotary Club before rendering a decision disqualifying that volunteer from participation in any program involving Youth.
- l) Any decision which results in the disqualification of a volunteer shall be communicated first to the District Governor before the volunteer.
- m) 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.

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

6.1.2 ***Host Families*** (including all residents aged 18 or over in the host home) must:

- a) meet all of the criteria for Volunteers in 6.1.1;
- b) undergo a comprehensive interview that determines their suitability for hosting exchange students and demonstrates:
 - commitment to the safety and security of students
 - motivation for hosting is consistent with Rotary ideals of international understanding and cultural exchange
 - financial ability to provide adequate accommodations (room and board) for the student
 - aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being.
- c) complete a written host family application (www.csrye.org) and provide or authorize the District to conduct background checks on all residents in the household who are age 18 and older. For clubs located in the United States the District may conduct the CBC while in Canada, the CBC must be requested by the individual who will provide the required CBC to the club.
- d) receive, read and acknowledge this policy and commit to following it in a written acknowledgement (Appendix C);
- e) Satisfy Rotary requirements through announced and unannounced home visits prior to and during the placement.
- f) Provide a "clean" Criminal Background Check (CBC) in accordance with Rotary International requirements (typically a national search relevant to interactions with youth or vulnerable persons using a database that includes pardoned offenders). A hard copy of the Criminal Background Check will be provided to the Host Club YEO, which will become part of the Inbound Student's file.

6.1.3 ***Youth Exchange Officers, Youth Exchange Counsellors and Youth Protection Officers*** must:

- a) meet all of the criteria for Volunteers in 6.1.1;
- b) Have a "clean" Criminal Background Check (CBC) in accordance with Rotary International requirements (typically a national search relevant to interactions with youth or vulnerable persons)

- c) not be a member of the student's host family or a close friend of a host parent;
- d) be trained in responding to any problems or concerns which may arise during a student exchange, which may include instances of physical, sexual, or emotional abuse or harassment;
- e) receive, read and acknowledge this policy and commit to following it in a written acknowledgement (Appendix C).

6.1.4 **The Rotary Club** must:

- a) ensure each Volunteer completes a Volunteer Application (Appendix B) and completes the Youth Protection training under 6.1.1 c) in advance of participation in a child/youth activity on a 1 to 1 basis,;
- b) conduct and/or collect Criminal Background Checks (CBCs) and reference checks for all volunteers involved with the program, including but not limited to full-time adult residents of host home, counsellor, club chair (YEO), and all Rotarians and their spouses or partners with direct unsupervised contact;
- c) maintain records of all screening activities in Club records for a minimum of five years (including but not limited to CBCs, waivers, reference checks);
- d) Ensure all special pre-screening requirements for Youth Exchange Officers, Youth Exchange Counsellors and Host Families are conducted, and any concerns are addressed.

6.2 Other Protective Measures

In addition to diligent screening and selection precautions, it is important to provide the students engaging in Rotary activities with appropriate resources enabling them to recognize and respond to abuse or harassment. To support this, the Clubs are required to:

- a) provide each student participating in a Rotary sponsored child/youth program with a written copy of the "Not With Me" brochure on youth protection (available at www.csrye.org), including the hotline phone numbers to call for help;
- b) provide each student with the contact information for the Club's Counsellor or Youth Protection Officer, to whom they may report any concerns or allegations;

Clubs should also organize activities so as to minimize the risk of an incident, or to ensure that response to an incident is timely and appropriate. Clubs are encouraged to engage in the "best practices" shown at Appendix D

6.3 Other Protective Measures specific to Rotary Youth Exchange

Rotary Youth Exchange students are particularly vulnerable as they are far from home, often without good command of our language, and are living for long periods in the home of the family we entrust them to. Protective measures for youth exchange students must be particularly diligent. In addition to the requirements listed above, to be certified to participate in the Rotary Youth Exchange, the host Club must:

- a) develop and engage in a system for host family selection and screening that includes announced and unannounced visits and interviews both prior to and during the placement;
- b) designate a Youth Exchange Counsellor who is accessible to exchange students and who will deal with any concerns raised in accordance with Rotary International requirements and this policy;
- c) Provide the names and contact information of at least three (3) people the student may contact for assistance with any issues or problems. (This list should include both males and females, not be related to each other, and should be independent of the host family and club YEC);
- d) have regular interaction with exchange students either through the Youth Exchange Counsellor or Youth Exchange Officer;
- e) ensure exchange students and host families complete a post exchange evaluation which the Club submits to the District Chair of Youth Exchange;
- f) not allow placement of students outside the District 6330 Youth Exchange Program structure (“backdoor exchanges”);
- g) have efficient procedures for removal of a student from a host family (including, but not limited to, criteria for moving a student, pre-arranged and pre-screened temporary housing, advising Youth Exchange Committee, District and student’s parents, etc.);
- h) ensure that hosting is voluntary. Parents of outbound students must not be required to host students;
- i) Ensure that at least two (2) host families and preferably three (3) are available for each inbound student;
- j) follow RI guidelines for Youth Exchange participation and reporting and usage of Rotary marks;
- k) report all serious accidents or incidents or allegations (including, but not limited to, harassment, abuse, crime, injury, death), which involve youth exchange students immediately to the District Chair and District Governor;

- l) in the event a student has to be returned home early, ensure that proper plans are in place for return travel, and that the necessary parties are notified including the District Youth Exchange Chair and the student's parents.
- m) All students interested in participating in the District Youth Exchange program must meet these requirements:
 - complete a written application and be interviewed to determine suitability for participation in the program
 - attend and successfully complete the required district and CSRYE orientation and training sessions
- n) Parents or legal guardians of students interested in participating in the District Youth Exchange program must meet these requirements:
 - must be interviewed to determine the student's suitability for participation in the program
 - attend the required district or CSRYE orientation and training sessions

6.4 Child and Youth Travel Policy

The policy and required approval procedures and forms with respect to child and youth travel within, and outside of, District 6330 is documented in Appendix F – Child and Youth Travel Policy.

7.0 Training Commitments

While the goal of this policy is to protect children and youth, while still encouraging Rotary engagement in activities involving them, it is also critical that our programs and allegation management processes comply with youth protection laws and Rotary International requirements. Because these requirements are from a variety of sources and are regularly amended, the importance of on-going training for Rotarians involved in activities involving children and youth cannot be understated. Since this involves many people across many clubs in our District, child and youth protection training will take on various forms under the responsibility of both the District and Club levels.

7.1 District Commitments

7.1.1 Training Resources

- a) The District will adapt the *Abuse and Harassment Prevention Training Manual* to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements. The Manual will be posted on the District website.
- b) The District will develop a calendar for training 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.
- c) The District will maintain records of participation for District level training to ensure compliance and may audit Club records in respect of local training.

7.1.2 Rotary Youth Exchange

The District will provide appropriate training for the following persons/groups involved in Rotary Youth Exchange:

- District Governor
- District Youth Exchange Committee members
- Club Youth Exchange Officers, Counsellors and Youth Protection Officers
- Other Rotarians and non-Rotarians who participate in youth exchange activities, such as local tours or district events, as they occur from time to time
- Inbound and Outbound students
- Parents and legal guardians of outbound students

7.2 Club Commitments

- 7.2.1 The Club will ensure that their Youth Exchange Officer, Youth Exchange Counsellor takes the required training provided by the District.
- 7.2.2. The Club will ensure that all host families receive the required training provided by the District, together with a copy of this policy, the receipt of which they shall acknowledge in writing.
- 7.2.3 The Club will ensure that Inbound and Outbound Exchange Students receive the training provided by the District.
- 7.2.4 The Club will ensure that each Volunteer participating in a Rotary sponsored child/youth takes the youth protection training referred to in 6.1.1 c).
- 7.2.5 The Club will provide each student participating in a Rotary sponsored child/youth program with a written copy of the "Not With Me" brochure on youth protection (available at www.csrye.org), including the hotline phone numbers to call for help and the contact information for the Club's Counsellor or Youth Protection Officer, to whom they may report any concerns or allegations.

8.0 Allegation Reporting Guidelines

District 6330 is committed to protecting the safety and well-being of children and youth in Rotary sponsored activities and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the *Sexual Abuse and Harassment Allegation Reporting Guidelines*, found in Appendix E.

Clubs must report all serious accidents or incidents or allegations (including, but not limited to, harassment, abuse, crime, injury, death), which involve a child/youth in the context of a child or youth program immediately to the District Governor (and, in the case of a youth exchange student, to the District Youth Exchange Chair or District Youth Protection Officer).

The District leadership will determine whether there is a legal requirement to report the incident to authorities and will ensure compliance with all laws related to the reporting of abuse or harassment of

youth, as required by the laws of the jurisdiction in which the incident occurred. Where the incident involves abuse, a report must be made to the appropriate police authorities.

The District must report all serious accidents or incidents or allegations (including, but not limited to, harassment, abuse, crime, injury, death), to Rotary International (and to Central States Rotary if involving a Youth Exchange student) within 72 hours of the time the District becomes aware of the matter.

9.0 Confidentiality and Privacy

Because of the reporting requirements above, confidentiality cannot be promised to a youth reporting an incident of abuse or harassment. However, the youth can be assured that the matter will be kept private, that is to say that no one who does not 'need to know' will be told about the incident.

It is important that volunteers who become aware of an incident (including the District leadership) do not discuss the incident with anyone other than those required by this policy or the guidelines, those who need to be involved in assuring the safety of the youth, and those who are participating in the investigation. Care must be taken to protect the rights of both the victim and the accused during the investigation. Before an investigation is complete, allegations are unproven and inappropriate discussion of allegations can have devastating impact on the victim and accused. The District Youth Protection Officer will maintain and retain a file on each reported incident

10.0 Investigation Guidelines

District 6330 takes all allegations of abuse and harassment seriously and will investigate each allegation thoroughly. The District will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

For any complaint that requires investigation, a District level committee (the "Committee") shall be struck consisting of three (3) past district governors, an assistant governor, the District Youth Protection Officer and, in the case of an incident involving a youth exchange student, a member of the District Youth Exchange Committee. The District Governor would be an ex-officio member. This Committee shall carry out, or shall cause to be carried out, any internal investigations under this policy. Prior to making any decision in respect of the investigative report, the party(ies) against whom the allegations are made may respond to the report through a written submission to the Committee. The Committee shall then determine what, if any action, needs to be taken in respect of the findings in the report.

11.0 District Liability Insurance Access

Rotarians who may be the subject of an allegation of abuse or harassment from a student arising in the context of a Rotary sponsored activity may seek support through the District's General Liability Insurance policy until such time as they are determined to have committed an act of abuse or harassment against a student. Any such support is in the discretion of the District Governor.

12.0 Reinstatement of Volunteer Privileges

Rotary International requires that any Volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with children or youth in a Rotary context. If an individual has been accused of sexual abuse or harassment, and the investigation

into the claim is/was inconclusive, then, for safety of child and youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared on charges may apply to be reinstated to participate in child and youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

Please note that this policy is subject to change.

Draft – June 7, 2011

M. Parkin – District Youth Protection Officer

D. Moore – District Chair Youth Exchange Program

Approved: June 3, 2012 – District Conference, Frankemuth, Michigan

Revised: April 9, 2014

Approved: May 22, 2015 – District Conference, London, Ontario

Revised: April 2, 2017

Approved: May 27, 2017 – District Conference, St. Thomas, Ontario

C. Sherwin – Youth Protection Officer (2016-2017)

D. Bork – Youth Exchange Chair (2016-2017)

Revised: April 2018 – PETS – Approved: May 2018

Compliance Agreement

Insert the following onto Club letterhead and have signed by the Club President/Youth Exchange Officer.

To: District 6330

This Compliance Agreement is being provided pursuant to section 5.0 of the Child and Youth Protection Policy for District 6330.

We currently sponsor/provide the following programs which involve the participation of children and youth: (detail)

Attached you will find the following:

- copies of any promotional materials and brochures that the club has produced to promote and support these programs: (list and attach)
- the list of youth protection services in the Club's area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, local law enforcement agencies, community services, private services) which the Club uses for dissemination in accordance with this policy

the Club's abuse and harassment prevention training program and training schedule for the upcoming year. We have read the District's Child and Youth Protection Policy and commit to:

- following the Volunteer Selection and Screening requirements under Section 6.1 (and sub-sections);
- following the protective measures which are required and appropriate for proper risk management in youth protections, as outlined in Section 6.2 and 6.3;
- undertaking the training of appropriate persons as required by Section 7.2

Reporting any allegation or incident under Section 8.0 and observe the confidentiality requirements in Section 9.0. _____

Club President

Club Counsellor/Youth Protection Officer

Date

Appendix B

Volunteer Application for District 6330

Rotary International

District 6330 Volunteer Application

District 6330 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities which involve children, youth and vulnerable persons of any age. It is the duty of all Rotarians, Rotarian's spouses, partners and any other volunteers to safeguard the welfare of children, youth and any other vulnerable persons with whom we come into contact.

To support this commitment, District 6330 requires that all volunteers in Rotary programs complete the Volunteer Application in advance of participation in any Rotary sponsored activity which involves children, youth or vulnerable persons of any age.

Volunteers are also required to successfully complete the North American Youth Exchange Network (NAYEN) Youth Protection Awareness Program which may be found on-line at: <http://rotarywessex.org/training/ypa/player.html> and also obtain a current Criminal Records Check (CRC) which includes the search of the Vulnerable Persons sector (VPC).

It is **recommended** that all new Rotarians complete this Volunteer Application and a CRC including the VPC.

It is **mandatory** that any Rotarian involved with children, youth or vulnerable persons on a one-to-one basis complete this form and a CRC/VPC.

Information collected on this form is subject to the Rotary D6330 Privacy Code which is based on the principles in the *Personal Information Protection and Electronic Documents Act*. 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.

Rotary International District 6330

Volunteer Affidavit

(do not use for host families in the Youth Exchange Program)

Date:

PERSONAL INFORMATION:

Name: _____

Date of Birth: _____

Address: _____

City: _____

Province/State: _____

Postal/Zip Code: _____

Home telephone no.: _____ email address: _____

Business telephone no.: _____ Fax no.: _____

CRIMINAL HISTORY

Have you ever been convicted of to a crime?

yes no

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?

yes no

If you answered yes to either question please provide further details including the date of the offence and what country and province or state the offence took place.

DRIVING AND OTHER CIVIL OFFENCES

Have you been convicted of any offence involving the operation of a motor vehicle?

yes no

If you answered yes to this question please provide further details including the date of the offence and what country and province or state the offence took place.

Unless you will not drive during your volunteer activities, please provide the following:

Licence No.: _____ Issued by: _____

CERTIFICATION, WAIVER AND RELEASE

I CERTIFY THAT all of the statements in this Application are true and correct to the best of my knowledge and that I have not withheld any information that would affect this Application unfavourably.

I hereby give my permission for the administrators of Rotary International District 6330 to investigate, verify and obtain information relating to this Volunteer Application, including searches of law enforcement and published records. Further, I understand that there is a procedure available for clarification if I should dispute any information revealed or received in connection with this Application.

I have read and understand **Rotary D6330 Privacy Code** and hereby consent to your release of any of the personal information provided to you concerning myself in the following circumstances:

1. To arrange for my participation in Volunteer activities organized by Rotary International District 6330.
2. To facilitate administrative functions in the conduct of such programs.
3. For any purpose required by law or regulation.

Dated at the _____ of _____

this ____ day of _____, 20__

Signature

full legal name - please print legibly

Appendix C

Policy Acknowledgment

Insert onto Club Letterhead

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.

Adopted by the RI Board of Directors, November 2002.

Child and Youth Protection Policy

Acknowledgement

I, _____, being over the age of eighteen (18) years and seeking to participate as a (volunteer/host parent/ Youth Exchange Officer/Youth Exchange Counsellor/Youth Protection Officer) with a Rotary Club program involving children or youth, hereby acknowledge that I have taken the Rotary Youth Protection online training and have met the exam “pass” requirements. I further acknowledge that I have been given a copy of District 6330’s Child and Youth Protection Policy. I have read the policy and understand my obligations under that policy. I further agree to follow that policy and do everything in my power to ensure that children and youth involved in the program are protected from physical, sexual or emotional abuse and harassment .

Volunteer Signature

Date

Witness

Date

Appendix D

Best Child/Youth Protection Practices for Rotary Clubs:

- Adopt a Club policy and related procedures to prevent abuse and harassment
- Delegate responsibility for the protection of children, youth and other vulnerable persons to a member of the club (Youth Protection Officer).
- Identify one member and an alternate responsible for dealing with allegations or disclosures. Members and volunteers should know how to contact this individual or the alternate in a timely fashion. These people are responsible for raising awareness and training all members of the club for the procedures they should follow in preventing or dealing with matters of harassment or abuse.
- Plan club activities so as to minimize situations where abuse or harassment may occur.
- Organize resources so that children, young people or vulnerable persons have the safety of several people around them. Where possible have a supervisor of the same gender. Situations should be avoided where one adult supervises one child/youth or vulnerable person.
- Introduce a process where children can talk in confidence and safely with an independent person. In respect to the Youth Exchange Program, this person would be their Club Counselor or the Youth Protection Officer. It is important that children/youth know who this person is and how to contact them.
- Ensure all Rotarians and other volunteers have clear roles. Depending on the nature of the activity or programs and the extent of involvement, Clubs should consider giving everyone involved a written description of their role and the tasks involved. This can be a simple document, preparing it will help to make clear the priorities, the risks, and how the risks might be minimized. A copy of the policy statement to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer at each event.
- Consider diversity training or related meeting speakers as a means of educating Rotarians to be accepting of, and respectful of people from all backgrounds and will all abilities.
- Issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.
- Promote an attitude that reporting suspicions and/or taking action is the right thing to do. It is always a challenging decision, but the protection of children/youth and the protection of the reputation of Rotary and its programs need to be front of mind.
- Individual Rotarians should not attempt to deal with a problem alone. All complaints, allegations or suspicions should be reported immediately to the Club Counselor or Youth Protection Officer.
- Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements. Such sessions also provide an opportunity to establish a written record of the incident.
- Rotary Clubs may find it useful to provide each Rotarian and volunteer with a wallet card outlining the Club's policy regarding the protection of children, young people and other vulnerable persons.
- Reinforce our ethical, moral and legal responsibilities in everything we do.

Appendix E

Sexual Abuse and Harassment Allegation Reporting Guidelines

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of young people must always be the first priority.**

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. (In some countries, this reporting is required by law.)

Allegation Reporting Guidelines

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report

- a. Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- b. Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- c. Get the facts, but don't interrogate.** Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
- d. Be nonjudgmental and reassure.** Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- e. Document the allegation.** Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

2. Protect the young person

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

3. Report the allegation to appropriate authorities – child protection or law enforcement.

Immediately report all cases of sexual abuse or harassment to the district leadership for follow-through. In District 6330, the appropriate law enforcement office is the local police services (city, state, or provincial police). In most situations, the first Rotary contact is the Club

Counsellor/Youth Protection Officer, who is responsible for seeking the advice of the District Leadership and reporting to appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the District Youth Exchange Chair or District Governor should be the first Rotary contact. District 6330 will cooperate with police or legal investigations. All allegations of abuse and criminal activity will be reported to the police in the jurisdiction in which the incident occurred.

4. **Avoid gossip and blame.** Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation. District 6330 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures: Incidents will be reported to the District leadership, to those who 'need to know' to keep the youth safe, and to those who are required to participate in an investigation. Privacy will be maintained through limited reporting to those who "need to know" as determined by law and by the District Youth Protection policy and these Guidelines.
5. **Do not challenge the alleged offender.** Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the District Governor is responsible for follow-through and will contact the alleged offender after the young person has been removed to a safe environment. The District Governor may designate this task to the District Youth Protection Officer or District Youth Exchange Chairperson.

Follow-through Procedures

Either the District Youth Exchange Chair or District Youth Protection Officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. Of law enforcement agencies will not investigate, the District Youth Protection Officer or District Review Committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counsellor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian.



If the student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student

and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.

6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the District Governor of the allegation. Either the District Governor, District Protection Officer or District Youth Exchange Chairperson must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of the investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District 6330 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

Post-allegation Report Considerations

Responding to the needs of the youth program participant

District 6330 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.



After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary Club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive. Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth. Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an accused could lead to a slander or libel claim filed against Rotarians or clubs by the accused.

Rotary District 6330

CHILD / YOUTH TRAVEL POLICY

Appendix F

Child and Youth Travel Policy:

Please take the time to read and understand these policies. These define the level of permission needed for any type of travel. Club Youth Protection Officers (YPOs) must share this information.

ALL ROTARIANS co-ordinating programs involving children or youth in order to assure adherence to the policy. If you have any questions, contact the District 6330 Youth Protection Officer (YPO) BEFORE making travel arrangements.

How Long?	Transportation Provided By	Where?	Permission Required
Same Day	-Parents / Guardians -Rotarian(s) -School -Adults known to the Family (>21 years old)	In your Province/State	Parent / Guardian
Same Day	--- <i>All Other Same Day Travel</i> ---		Parent / Guardian + Club YPO
1 – 3 Nights	-Parents / Guardians -Rotarian(s) -School -Adults known to the Family (>25 years old)	In your Province/State	Parent / Guardian
4-7 Nights	-Parents / Guardians -Rotarian(s) -School -Adults known to the Family (>25years old)	In your Province/State	Parent / Guardian + Club YPO
	--- <i>All Other Overnight Travel</i> ---		Parent / Guardian + Club YPO + District YPO

Important Notes:

Club President can also grant permission where Club YPO permission is required

District Governor can also grant permission where District YPO permission is required

Rotary District 6330

CHILD / YOUTH TRAVEL POLICY

REQUEST FOR PERMISSION TO TRAVEL

(Complete this form for Travel when Club or District YPO Permission is Required)

Youth's Name: _____

Parent/Guardians FULL NAME(s): _____

Parent/Guardian Telephone: _____

PURPOSE OF TRIP

TRAVEL DETAILS (Include date of departure and return, method of travel, names of people you will be travelling with)

WHERE WILL YOU BE STAYING (We need to know the name of the accommodation or family names and phone numbers for each day of your trip--attach separate sheet if necessary.)

Hotel or Family Name: _____

Address: _____

Phone: _____

Dates of Stay: _____

APPROVALS: (Print Name and then Signature)

Parent / Guardian: _____

Club YPO: _____

District YPO: _____

Scan and email this form to the District YPO and wait for his or her approval BEFORE buying any tickets, etc. **PRIOR PERMISSION IS REQUIRED.**

Rotary District 6330

CHILD / YOUTH TRAVEL POLICY

(Complete this form for Travel when only Parent/Guardian Permission is Required)

PART A: PARENTAL INFORMATION

Name of Trip:	Date of Trip:
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Depart From	Date	Departure Time
Destination	Date	Destination Arrival Time
Return To	Date	Return Arrival Time

OR See Schedule Attached

Transportation Provided By:	

Adult-In-Charge:	

Parent(s)/Legal Guardian(s) are responsible for arranging transportation to and from home to the departure and return location.

Health : Students are responsible for carrying their Ontario Health Cards or Health Card number with them when going outside their local community. Parents are required to provide any pertinent medical information to the Rotary Liason.

Please detach Part A and keep for reference. Please complete Part B and return to the Rotary Liason.

..... Detach Along This Line

PART B: PARENTAL CONSENT FORM

Date of Trip	Name of Trip	Telephone Numbers			
		Work	Home	Emergency	Cell
Name of Student					
Name of Father					
Name of Mother					
Legal Guardian					

- I DO wish my son/daughter to participate in this activity
- I DO NOT wish my son/daughter to participate in this activity
- I wish to volunteer for this activity.

Signature of Parent(s)/Legal Guardian(s)

Date