



YOUTH PROTECTION POLICY

Rotary
District 6440



DISTRICT 6440 YOUTH PROTECTION POLICY

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DISTRICT 6440 YOUTH PROTECTION POLICY

1. Statement of Conduct for Working With Youth

District 6440 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 emotional abuse.

2. Definitions

Note: Blue Print indicates mandatory language that follows Rotary's certification requirements for Rotary Youth Exchange.

Volunteer — Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised

For Youth Exchange, volunteers include, among others, club and district Youth Exchange Officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.

Youth program participant — Anyone who participates in a Rotary youth program, whether child or adult

3. Incorporation and Liability Insurance

District 6440 is organized as a 501(c)(4) social welfare organization. This entity has been formed under the laws of the state of Illinois in 1977 and is valid at this time.

District 6440 carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. Club Compliance

The District Governor is responsible for supervision and control of all youth activities in the District, including those associated with Rotary Youth Exchange. District 6440 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

All Clubs that participate in any District Rotary youth program must provide the District with a completed copy of the District 6440 Affidavit of Club Compliance (see Appendix A). This Affidavit will be effective only for the Rotary year specified.

In addition to the Affidavit and on an annual basis, all clubs that participate in Rotary Youth Exchange must provide the District 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, criminal background check, and youth protection awareness training have been conducted and clearance for unsupervised contact with program participants has been issued
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites

- List of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Any club youth protection training materials

5. Volunteer Selection and Screening

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and District eligibility requirements. RI prohibits the membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

District 6440 requires all Club Presidents, Youth Service Chairs, Interact Liaisons, all members and volunteers working with Rotary Youth Exchange students, all members of the District's Youth Service Team, and all staff of the Rotary Youth Leadership Awards program to annually complete Rotary's Protecting Youth Program Participants training or equivalent.

In addition, all volunteers that have direct, unsupervised contact with youth in Club- or District-sponsored programs must annually complete that same training and undergo a criminal background check conducted by a supplier approved by the District's Youth Protection Officer.

- **The District Youth Exchange Chair will ensure volunteers for that program fulfill those requirements via YEAH (the Youth Exchange Administrative Hub).**
- **All others must complete the Volunteer Consent and Waiver on the District website that will initiate a criminal background check. The District will cover the cost of three background checks for each Club, beyond those required for Rotary Youth Exchange.**

All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with program participants must:

- Complete a volunteer application
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed in person
- Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)
- Comply with RI, Central States Rotary Youth Exchange (CSRYE), and District guidelines for the Youth Exchange program

Youth Exchange host families must also meet these selection and screening requirements:

- Undergo a comprehensive interview that determines their suitability, demonstrating:
 - Commitment to the safety and security of students

- Appropriate motives for hosting a student that are consistent with Rotary 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
- Complete a written application
- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, 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.

Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

- A counselor must not be a member of the student's host family, nor can they hold another role of authority with respect to the student's exchange (e.g., school principal, club president, District Youth Exchange chair).
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

6. Participant Selection and Screening

All students interested in the District 6440 Youth Exchange program must meet District guidelines and:

- Complete a written application
- Be interviewed at the club and District levels
- Attend and participate in all club, District, and CSRYE 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 for program participation.

7. Training

District 6440 may provide youth-protection training and information on youth programs. The Youth Protection Officer, Youth Service Advisor, or another member of the District Youth Service Team will conduct the training sessions.

The District 6440 Youth Exchange program must provide youth-protection training and information to all students and volunteers. The District Long Term Exchange Chair, District Short Term Exchange Chair, or another member of the District Youth Exchange Team will conduct the training sessions. Specifically, District 6440 will:

- Adapt Rotary's Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements
- Develop a training schedule that specifies who will be trained, how often, and how
- Conduct specialized training for those involved in Youth Exchange:
 - District Governor

- District Youth Exchange Officer and committee members
- Club Youth Exchange Officer, Youth Exchange Counselor, and committee members
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or District events
 - Host families
 - Students (outbound and inbound)
- Maintain records of participation to ensure compliance

8. Allegation Handling and Follow-Through

District 6440 takes all allegations of abuse or harassment seriously and will handle them in accordance with the [Abuse and Harassment Allegation Reporting Guidelines](#) (Appendix B).

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.

District 6440 will appoint a Youth Protection Officer or District Review Committee to evaluate and review files, policies, and allegations regularly.

9. Travel by Youth

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by District 6440 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- When traveling more than 150 miles, or 240 kilometers, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability
- If traveling out of the United States, verify the following:
 - The program participants have all documentation legally required for entry into and departure from the country or other jurisdiction to which they are traveling
 - The program participants have all documentation legally required by the United States to reenter the country.

For the travel of Youth Exchange students beyond 150 miles from their host communities, either with their host families or to attend Rotary events, District 6440 shall obtain written permission from the students' parents or legal guardians.

- [For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:](#) Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information
- Receive authorization from District 6440 Youth Exchange Chair in advance

10. District 6440 Youth Exchange Administration

The District 6440 Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies.
 - *To be determined, appropriate to the circumstances, by any or all of the following: The District Governor, the District Youth Exchange Officer, and the District Insurance Specialist.*
- Store participant and volunteer records securely at the District office, or such other secure location as may be determined by the District Governor, for a period of not less than three years after participation, in accordance with all applicable privacy laws. All documents containing Social Security Numbers will be stored in locked, secured areas. All computer applications and data containing SSNs and other private information will be maintained on secured, authorized-access computer stations only. Offsite storage or cloud storage must be at a location that is reasonably secure and operated by reputable service providers.
- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following District and club contacts:
 - For inbound students: Rotarian counselor, host club president, host District Youth Exchange chair, and host District Governor
 - For outbound students: Rotarian counselor, sponsor club president, sponsor District Youth Exchange chair, sponsor District Governor
- Provide each student with the names and contact information of at least two non-Rotarian 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 Rotarian counselor — who can help the students with any problems.
- Submit inbound program participants' data to CSRYE before or shortly after the exchange begins.
- Provide a 24-hour emergency contact phone number to students.
- Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.
- Prohibit placement of students outside of the District Youth Exchange program structure ("backdoor" exchanges).
- Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.
- Develop contingency hosting plans that include prescreened families.
- Ensure that all hosting is voluntary and unpaid. Parents of outbound students and club members must not be required to host inbound students.
- Ensure that long-term program participants have a minimum of one host family. It is recommended that long-term program participants be placed with three host families during their exchange.
- Conduct follow-up evaluations of both students and host families.

- Request regular reports from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed.

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International 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 emotional abuse.

Adopted by the RI Board of Directors, November 2006



ROTARY INTERNATIONAL DISTRICT 6440

Continuing Support of the District Youth Protection Policy Rotary Club Affidavit of Compliance

Rotary International District 6440 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 emotional abuse.

District 6440 requires all Club Presidents, Youth Service Chairs, Interact Liaisons, all members and volunteers working with Rotary Youth Exchange students, all members of the District's Youth Service Team, and all staff of the Rotary Youth Leadership Awards program to annually complete Rotary's Protecting Youth Program Participants training or equivalent.

In addition, all volunteers that have direct, unsupervised contact with youth in Club- or District-sponsored programs must annually complete that same training and undergo a criminal background check conducted by a supplier approved by the District's Youth Protection Officer.

- The District Youth Exchange Chair will ensure volunteers for that program fulfill those requirements via YEAH (the Youth Exchange Administrative Hub).
- All others must complete the Volunteer Consent and Waiver on the District website that will initiate a criminal background check conducted by a supplier approved by the District's Youth Protection Officer. The District will cover the cost of three background checks for each Club, beyond those required for Rotary Youth Exchange.

For the youth exchange program, we are a member of the **Central States Rotary Youth Exchange Program, Inc.**, and as such we adhere to the policies and procedures set forth by that organization. The Central States organization is authorized by the U.S. Department of State to issue a certificate of eligibility to enable students to obtain a J-1 visa to attend high school in the U.S. for one year. This was in the Federal Register 62.25 as amended. In order to continue the program Rotary must adhere to the requirements set forth in that section. Should you have any question about this contact the District Youth Exchange Chair.

Each Rotary Club is responsible to review the District 6440 Youth Protection Policy and the Reporting Guidelines, to implement these guidelines in its Club's Youth Services programs, and to complete the following statement of compliance. This statement should be signed and dated by the incoming club president; it is only valid for the Rotary year identified. This form should be completed before or at PETS.

As President for the Rotary Club of _____ for Rotary Year 20__ - 20__ beginning July 1st, I hereby certify that we will operate our Youth Programs in accordance with District 6440 and Rotary International policy and complete all required training and background checks.

Club President _____ / _____ / _____
Print Name Sign Name Date

Address: _____

Phone: _____ Email: _____

Please list here your club's Youth Activities Chair _____

If you club has no youth activities, check here _____

DISTRICT 6440 ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

District 6440 is committed to protecting the safety and well-being 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.

DEFINITIONS

Emotional or verbal abuse — The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

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

Neglect — Failure to provide the food, shelter, or medical care that is necessary to well-being.

Sexual abuse — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Sexual activity between a legal adult and a minor under the age of 17 is considered criminal sexual abuse. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

Sexual harassment — Sexual advances, requests for sexual favors, 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:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person or touching them in inappropriate places.
- Obscene language or gestures, and suggestive or insulting sexual comments

RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must:

If possible, have 2 adults present when the report is taken. This is for the protection of the program participant and the adults taking the report.

Listen attentively and stay calm. Acknowledge that it takes courage to report abuse or harassment. Be encouraging, 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 ensure that it doesn't happen to others.

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 report this information to the proper authorities.

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 it was not his or her fault and that it was brave and mature to come to you.

Document the allegation. Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person's exact words.

ALLEGATION RESPONSE

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

1. Protect the young person.

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

Take immediate action to ensure the young person's health and well-being, and get him or her medical or psychological care, if necessary.

2. Report the allegations to appropriate authorities.

All cases of abuse or harassment must be reported immediately.

- In an emergency where outside intervention is immediately required to protect the health and welfare of any person, call 911 and summon law enforcement authorities and/or emergency medical services to the scene. The Illinois Child Abuse Hotline is 1-800-252-2873.
- Where additional harm is not imminent, the first report is to the District 6440 Youth Protection Officer, who is responsible for seeking advice from and interacting with appropriate agencies, and for determining whether it is appropriate to contact law enforcement authorities.
- If the allegation involves the conduct of a Rotarian, both the District Governor and the District Youth Protection Officer should be notified.

District 6440 will cooperate with police or legal investigations.

- District 6440 believes the training and implementation of its Youth Protection Policy follows all legal and law enforcement requirements, and that the Youth Protection Policy meets all law enforcement reporting requirements.

3. Remove the accused person from contact with youth.

District 6440 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

[Call the Youth Protection Officer for advice regarding established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member.](#)

4. Avoid gossip and blame.

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 6440 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

- Rotarians must not tell anyone about the report other than those required by the guidelines.
- Emphasizing in training the conditions of “innocent until proven guilty” and the importance of maintaining the privacy of both the alleged victim and accused
- Limiting the number of Rotarians reviewing the background check information (secured by an outside source) to no more than two.
- Confirming the reliability of the contract services used for background checks to ensure they have privacy policies and procedures in place
- Keeping records in a secure location with access limited to those with a need to know.

5. Follow through.

The following steps must be taken immediately after receiving an allegation report of abuse or harassment. The steps will be performed by any program volunteer or by a District officer, as specified.

Any allegation of abuse or harassment received by a Volunteer must be reported to District 6440 within 24 hours:

- Complete the District 6440 Incident Report Form (Appendix C) at the time the allegation is made. If the Form is not readily available, gather the information in writing and transcribe the information to the Form as soon as practicable.
- Personally deliver the District 6440 Incident Report Form to Rotary District 6440, 1845 E. Rand Rd., Suite 109, Arlington Heights, IL 60004.
 - If personal delivery is impractical, scan the District 6440 Incident Report Form to a PDF file and email the file to both of the following: DistrictGovernor@rotary6440.org and YPO@Rotary6440.org. In addition, call the Youth Protection Officer at (847) 259-5700.

A district officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

District 6440 will ensure that the program participant's parents or legal guardians have been notified.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a District Review Committee to coordinate an independent review to ensure that District youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to District procedures. This review is not responsible for determining the validity of any allegations; that can only be done by Youth Protection Officer or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the District Governor is responsible for contacting the alleged offender. The District Governor may delegate this task to the District Youth Protection Officer or District Review Committee.

District 6440 will document all accusations of inappropriate behavior and the actions taken to resolve the situation, so that patterns of inappropriate behavior are identified and addressed.

DISTRICT 6440 INCIDENT REPORT FORM

This form **MUST** be received by Rotary International District 6440 within 24 hours of incident. Please personally deliver to Rotary District 6440, 1845 E. Rand Rd., Suite 109, Arlington Heights, IL 60004, or scan and email to: YPO@rotary6440.org, and District.Governor@rotary6440.org. Faxes are not permitted, as time is of the essence. (Attach additional sheet(s) if necessary)

CONTACT INFORMATION FOR ALLEGED VICTIM

Name: _____

Address: _____

Current age: _____ Date of birth: _____ Male Female

Phone number: (____) _____ - _____ Email: _____

Activity: Youth Exchange RYLA Model UN Interact Other: _____

Name of parent or guardian: _____

Address if different: _____

Phone number: (____) _____ - _____ Email: _____

Association with Rotary, if any: _____

INCIDENT DESCRIPTION

Incident Date(s): _____

Age of alleged victim at the time of the incident: _____

Location(s) where incident took place: _____

Circumstances and nature of alleged misconduct including the frequency and duration:

Is there other relevant evidence (e.g., photos, documents, recordings, witness statements)? Yes No

If yes, what and where is it (attach if possible) _____

CONTACT INFORMATION FOR THE PERSON WHO ALLEGEDLY COMMITTED THE MISCONDUCT:

Name:

Address:

Current age: _____ Date of birth: _____ Male Female

Phone number: (____) _____ - _____ Email: _____

Association with Rotary, if any: _____

CONTACT INFORMATION OF WITNESSES OR INDIVIDUALS PRESENT DURING THE INCIDENT:

Name:

Address:

Phone number: (____) _____ - _____ Email: _____

Name:

Address:

Phone number: (____) _____ - _____ Email: _____

Name:

Address:

Phone number: (____) _____ - _____ Email: _____

CONTACT INFORMATION OF THE INDIVIDUAL(S) TO WHOM THE INCIDENT WAS REPORTED:

Name:

Address:

Phone number: (____) _____ - _____ Email: _____

Association with Rotary, if any: _____

DISTRICT 6440 YOUTH PROGRAM VOLUNTEER CONSENT AND WAIVER

District 6440 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, or emotional abuse. All volunteers that have direct, unsupervised contact with youth in Club- or District-sponsored programs must annually complete a Volunteer Application, a criminal background check, and training.

PERSONAL INFORMATION

Full Name _____

Address _____

City _____ State/Province _____ Postal code _____

Primary phone _____ Secondary phone _____

Email _____ Are you a Rotarian? (Y/N) _____

For which Club's or District youth program as you volunteering? _____

CONSENT

I certify that all of the statements in this application and any attachments are true and correct to the best of my knowledge and that I have not withheld any information that would affect this application unfavorably. I understand that District 6440 will deny a volunteer position to anyone convicted of a crime of violence, sexual abuse or harassment, or any other crime of a sexual nature and may deny a volunteer position to anyone who has been charged with these crimes.

I give District 6440 permission to verify the information on this application, to complete a criminal background check, and to search public, law enforcement, and other published records to provide an assessment to determine my eligibility for a volunteer position.

WAIVER

In consideration of my acceptance and participation in the Rotary youth program, I, to the full extent permitted by law, hereby release, defend, hold harmless, and indemnify participating Rotary clubs, Rotary districts, multidistrict organizations, and their members, officers, directors, committee members, agents, and employees, and Rotary International, its directors, officers, committee members, employees, agents, and representatives ("Indemnitees") and other related 3rd parties from any or all liability for any claim, loss, damages, liabilities, expenses, bodily injury, or death, including any such liability that may arise out of the negligence of any of the Indemnitees or may be suffered or claimed by me as a result of an investigation of, action concerning, or communication of my background in connection with this application.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 6440 youth program, and its affiliates.

I hereby confirm, represent, and warrant that I have never been convicted of or charged with a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape, or other sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

If any provision of this agreement is determined to be illegal or unenforceable, the remaining provisions shall remain in full force and effect. By signing this Application, I acknowledge that I have read this Application and fully understand its contents.

By my signature, I certify that either the President of the Rotary Club for whose program I am volunteering, or the Chair of that District program, has agreed that I should complete this form and a background check. Without that approval, I agree that I am responsible for all costs incurred.

Signature of applicant _____

Printed name _____ Date _____