

Schedule "B"

ROTARY INTERNATIONAL **District 7010**

RECOMMENDATIONS TO CLUBS REGARDING PREVENTION OF ABUSE AND HARASSMENT

Introduction

District 7010 has adopted the Rotary District 7010 Policy for the Prevention of Abuse and Harassment (the "District Policy") and the Rotary District 7010 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines") in an effort to enhance existing protections at both a club and District level for youth and vulnerable persons who are involved in Rotary programs, activities or events. Please refer to the District Policy for definition of terms used here such as "abuse", "harassment" and "protected person". It is important to note that in all matters involving Youth Exchange, the District Policy applies and the District Guidelines must be followed.

The District recommends that your club adopt the District Policy and apply the District Guidelines so that there is a consistent approach to these issues throughout our District. The specific recommendations below will assist you in that process. Do not hesitate to consult with the District Protection Officer (appointed in accordance with the District Policy) for support and assistance. Whenever abuse or harassment is specifically alleged, you must apply your own club's policy and guidelines. If your club has not developed its own policy and guidelines, the District Policy and Guidelines should be applied with the necessary modifications.

Indeed, even if no allegation is made, but you become aware of conduct to which the District Policy and Guidelines might apply, refer to these helpful documents to see if they are in fact applicable. Use common sense to determine if the situation requires taking the steps that are explained, but if there is any doubt, always err on the side of protection of youth and vulnerable persons.

Recommendations for Rotary Clubs:

1. Establish a club policy on the prevention of abuse and harassment.

We suggest your club either specifically adopt the District Policy which is attached, or draft its own policy which includes the District Policy by reference. If your club is simply adopting the District Policy, the resolution doing so should make clear that the references to District or District personnel should be taken to mean instead your club or club personnel (for example references to the District Governor will apply to your Club President and so on). If you do not have a person in your club who is qualified to deal with abuse and harassment issues, you can leave all references to the District Protection Officer intact and rely on her or him for guidance with respect to situations limited to your club.

2. Issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.

Adopt or adapt the District Guidelines that are attached as schedule "B" to the District Policy.

Rotarians and volunteers should know they have a legal, ethical and moral responsibility to report abuse and/or harassment to the appropriate authorities.

Clubs should promote an attitude that reporting suspicions and/or taking action are the right things to do.

Individual Rotarians should not attempt to deal with a problem alone. For all Rotary programs, activities or events involving youth or vulnerable persons, the Club Protection Officer (or District Protection Officer if there is no Club Protection Officer) should be advised and reporting must adhere to the club or District Guidelines. In addition, for Youth Exchange all complaints, allegations or suspicions should be reported immediately to the student's Rotarian counsellor and they in turn must report to the District Protection Officer and District Youth Exchange Chair. If sexual abuse or sexual harassment is alleged against a Youth Exchange Student, the complaint must in addition be immediately reported to law enforcement authorities.

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.

3. Designate a Club Protection Officer responsible for the protection of youth and vulnerable persons.

Designate one member as the Club Protection Officer. This individual should have a copy of and be very familiar with the District Policy and Guidelines, and know how to contact the District Protection Officer for assistance and support.

The Club Protection Officer is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the Club Protection Officer or the alternate quickly.

The Club Protection Officer is also responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.

Some clubs may wish to use the District Protection Officer for these duties instead of appointing a Club Protection Officer. In that case, however, some other individual in the club must be responsible for raising awareness and training.

If your club participates in the Youth Exchange you may wish to designate the Youth Exchange Chair as separately responsible for training and awareness regarding student protection matters.

4. Introduce a process where protected persons can talk in confidence and safely with an independent person.

Ensure that youth and vulnerable persons are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that protected persons know who this individual (usually the Club Protection Officer or alternate) is and how to contact him or her.

With respect to the Youth Exchange, this person would be the student's Rotarian counsellor. The Rotarian counsellor cannot be a member of the student's host family.

5. Prepare Rotarians and volunteers to work effectively with all protected persons.

Make club policies clear and explain effective procedures for various programs, activities and events. A copy of the club's policy 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 such program, activity or event. If there is no such club policy, the District Policy and Guidelines should be provided instead.

6. Plan club activities so as to minimize situations where abuse or harassment may occur.

Resources should be organized in such a way so protected persons have a supervisor of the same gender. Avoid situations where one adult supervises one youth or vulnerable person. For example, another adult should accompany a Rotarian providing transportation to one child.

7. Ensure all Rotarians and other volunteers have clear roles.

Depending on the nature of the program, activity or event 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, and preparing it will help to make clear the priorities, the risks, and how the risks might be minimized.

8. Ensure supervision as a means of protecting youth and vulnerable persons.

An individual should be designated in each Rotary program, activity or event who is responsible for protecting youth and vulnerable persons from abuse or harassment. The Club Protection Officer should provide that individual with the club policy and guidelines or the District Policy and Guidelines, and ensure that he or she understands the material.

9. Reinforce our ethical, moral and legal responsibilities in everything we do.

All Rotary clubs, individual Rotarians, and volunteers are responsible for protecting the safety and security of everyone encountered in the provision of

services to our community. We have a special obligation to youth and vulnerable persons. Rotarians are obliged to intervene if they become aware of information about abuse and/or harassment of a person through their involvement with a Rotary club program, activity or event.

Rotarians are obliged to do those things that protect and reinforce the physical and emotional safety and security of themselves and others. This includes operating a motor vehicle safely, ensuring the proper use of safety equipment, avoiding the use of illegal drugs, and avoiding the consumption of alcohol while providing service to others.

Rotarians are obliged to take appropriate action when they observe other Rotarians or volunteers behaving in ways that contradict the values contained in our District and club policies.