

# ROTARY CLUB OF \_\_\_\_\_ DISTRICT 7090

## ABUSE, NEGLECT AND HARASSMENT PROTOCOL

### **A Introduction:**

As members a Rotary Club in Rotary District 7090, we Rotarians are actively involved with members of the community including young people, the elderly, and people with disabilities. Our club programs, which may be part of District programs including RYLA, Group Study Exchange, and Youth Exchange, are examples. As an organization, Rotary District 7090, and our club are committed to protecting the interests of participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners and other volunteers to protect vulnerable individuals with whom they come in contact through Rotary activities and to prevent any physical, sexual or emotional abuse, or harassment, and neglect. Fulfilling this duty protects the individuals and enhances the interests of Rotary Clubs and Rotarians in their volunteer efforts to improve the quality of life in our communities. Further, Rotary's reputation is maintained and the risk of liability, including legal liability is minimized.

### **B Policy Statement:**

It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come in contact during their activities as a Rotarian. Special attention is to be given to children, the elderly, the disabled and other vulnerable persons. This includes the prevention of physical, sexual or emotional abuse, harassment and neglect.

This policy is in keeping with the laws of the State of New York, the Province of Ontario, the United States of America, and Canada.

### **C Guidelines on prevention of abuse, harassment and neglect:**

1. In accordance with their legal obligations, representatives of our club will ensure to the extent possible that individuals who are involved in our club or District programs, activities, and events are protected from abuse, harassment, and neglect.
2. Our club and District 7090 programs will be delivered in an environment of reasonable safety.

3. Appropriate screening will occur to prevent contact by vulnerable participants in our club or District programs with individuals who are inappropriate or prohibited by law from working with such participants.
4. Where allegations of abuse, harassment, or neglect or other risks of harm are made, prompt notification and reporting to the appropriate individuals and authorities will occur.

**D Guidelines on prevention of harassment and sexual harassment:**

1. The club individually and as part of the District will ensure, to the extent possible, that individuals involved in our or Rotary District 7090 programs including Rotarians themselves are not subject to harassment, which includes conduct that erodes the dignity of the individual, particularly based on the individual's colour, race, national origin, ethnic origin, age, gender, physical characteristics, sexual orientation or physical or mental disability. Types of behaviour that constitute harassment include remarks and jokes that are unwelcome or reasonably could be expected to be unwelcome; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate or offensive gestures; and physical assault.
2. In accordance with its legal obligations, the club will ensure, to the extent possible, that individuals who are involved in club or District activities are protected from sexual harassment. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome enquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions; requests for sexual favours; unwanted touching; verbal abuse or threats; and sexual assault.

**E Scope:**

These guidelines apply to all members of our club and volunteers who are or wish to become involved in our club or District programs and apply to all adults over the age of 18 years who reside in the home of a host family.

**F Volunteer Assessment Form:**

Prior to participation in club or District sponsored programs where screening is required, Rotarians, non-Rotarian volunteers and paid staff must complete the District 7090 Volunteer Assessment Form (attached to this protocol), which we

as a Rotary club adopt for club purposes, as well as any other reference, police or criminal record checks that may be necessary from time to time in accordance Club Counselor shall determine that Rotarians and volunteers include in their planning provisions for the safe conduct from place to place and minimizing situations where Rotarians and other volunteers are alone in the company of vulnerable individuals. Risk assessments should be done in relation to activities including such factors as age and level of vulnerability, group size, location and visibility, type of activity, supervision and monitoring, nature of relationship, physical safety etc. (See Risk Assessment Chart)

Note: Consider everyone involved in the activity or event. This will include, for example, all Rotarians, partners of Rotarians, Rotaractors and Interactors, and all volunteers and paid staff.

5. *Ensure that all Rotarians and other volunteers have clear roles.*

Note: depending on the nature of the event and the extent of involvement, Clubs should consider giving everyone involved a written description of their role and the tasks involved when dealing with vulnerable individuals. Such a description could identify the risks and opportunities to minimize risks. A copy of the abuse, neglect and harassment protocol could also be provided.

6. *Use event supervision as a means of protecting vulnerable individuals.*

Note: Rotary event supervisors should help ensure the protection of vulnerable individuals and should receive and understand the abuse, neglect and harassment policy. Intervention should occur on the part of the supervisor in the event of suspected problems followed by appropriate reporting.