



**Materials Related**

**To Rotary International**

**And Rotary District 7490**

**On Youth Protection**

**And Abuse Prevention Policies**

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## Procedure for Volunteers in Rotary Youth Programs

In accordance with the Youth Abuse and Harassment Prevention Policy, mandated by Rotary International and adopted by District 7490 at the 2012 District Conference held in Washington D.C., the following procedures have been established to screen and train volunteers participating in any of Rotary's Youth Programs:

1. All youth counselors or coordinators, host families, persons 18 years of age or older residing in a host family's home, persons transporting youth, any Rotary youth program committee members, club youth protection officers, scholarship interviewing committees, youth mentors, employers participating in a youth shadowing program and all other volunteers working with youth as part of a Rotary Youth Program (Youth Exchange, RYLA, Interact, REACT, Gift of Life host families) are required to be trained.
2. Training can be received either on-line using the District's website or by attending a Youth Protection Training Seminar. Seminars are periodically conducted on a district level and are available to all Rotarians and other volunteers participating in a Rotary Youth Program. In addition, your local Rotary Club may request a seminar at your local club meeting by contacting the District's Youth Protection Officer. A minimum of thirty (30) minutes should be set aside for such a program.
3. On-line training using the District's website consists of reviewing the District's Youth Abuse and Harassment Prevention Policy, viewing the Youth Protection slideshow, completing a short quiz and forwarding your answers to Rotary District 7490's Youth Protection Officer for grading, completing a short volunteer application form and filing same with the Rotary District 7490's Youth Protection Officer. Upon receiving a passing grade on the quiz (70%) and upon receipt of the application form, the Youth Protection Officer will issue you a certificate certifying that you have successfully completed youth protection training.
4. Specialized training may be required for certain Rotary Youth Programs (e.g. RYLA counsellors, Youth Exchange host families, Interact advisors, etc.). Such training will be arranged through the appropriate District Committee (Youth Exchange, RYLA, Interact).
5. Those with direct supervisory authority for the Youth Exchange Program are required to be certified annually by the United States Department of State by taking an online test and reviewing the current Federal regulations respecting the Youth Exchange Program. This training is available through ESSEX (the Eastern States Student Exchange Program) and can be scheduled through the District's Youth Exchange Chairperson.
6. Volunteers with the Student Exchange Program can apply directly online through the ESSEX online website [www.exchangestudent.org](http://www.exchangestudent.org). All individuals who are volunteers (YEOs, counselors, district committee/officers, or youth protection officers) or host family members must be registered on the YEAH database. They are then automatically sent the information/link to have the background check performed by OneSource. The fee for all of these people is included in the ESSEX fee for each outbound and inbound student.
7. All volunteers in any Rotary Youth Program, unless already screened through the Student Exchange Program, whether on the District or club level, who have or are reasonable likely to have unsupervised direct contact with youth participating in a Rotary Youth Program are required to be screened through a criminal background check. Such volunteers are required to complete the ESSEX form of District Waiver/Consent/Release form (available from the District's Youth Protection Officer on online on the District's website) and submit same to Rotary District 7490's Youth Protection Officer, together with a check made payable to ESSEX in the current sum of \$20.00 for the processing of a criminal background check. The District Youth Protection Officer will process same through ESSEX. The results of the criminal background check shall be provided to the Youth Protection Officer directly by Essex and you will be notified.
8. Criminal background checks are required to be performed once every twelve months.
9. Refresher training will be provided to those having completed their training on a schedule to be determined.

The forgoing process is designed to provide a uniform procedure for all volunteers in Rotary youth programs. In addition, it permits each Rotary Youth Program to draw upon volunteers from the other youth programs for assistance.

Copies of District 7490's Youth Abuse and Harassment Prevention Policy, the Essex form of District Waiver/Consent/Release for the criminal background check, and the Volunteer Application are available on the District's website ([www.rotarydistrict7490.org](http://www.rotarydistrict7490.org)). Click Youth Exchange and see download forms.

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## **District 7490 Youth Abuse and Harassment Prevention Policy**

### **1. Statement of Conduct for Working with Youth**

District 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 any 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.

### **2. Definitions**

**Volunteer.** Any adult involved with Rotary Youth activities who has direct interactions, either supervised or unsupervised, with students.

Volunteers include, among others: club and district Youth officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

**Student.** Any individual who is participating in a Rotary Youth program, regardless of whether he or she is of legal age of majority.

**Sexual abuse.** Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes nontouching offenses, such as 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. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse or cyber-bullying of a sexual nature
- Display of 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

### **3. Incorporation of District Youth Programs and Liability Insurance**

Each district Youth program is required to either incorporate or establish itself as a similar formal legal entity (Ltd., etc.), or is included within the auspices of another incorporated entity, including the district or district incorporated entity, e.g. Gift of Life, Walter D. Head Foundation.

In addition, each district youth program must carry adequate general liability insurance with coverage and limits appropriate for its geographic location.

#### **4. Volunteer Selection and Screening**

The District will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors.

**All volunteers** interested in participating in the District Youth programs must meet the following requirements:

- Complete the Youth Volunteer Affidavit form (Annexed hereto as Appendix B) and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in 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.
- Understand and comply with RI and district guidelines for the Youth program.

**Host families** must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
  - Commitment to the safety and security of students
  - Motivation for hosting a student 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
- Host families must complete a written application.

- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.

- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

**Rotarian counselors** must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.
- Counselors should not be close friends or relatives of other volunteers involved with a particular student (e.g., school principal who is also a club member, host family).

### **5. Student Selection and Screening**

**All students** interested in participating in the District Youth program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

**All parents or legal guardians of students** interested in participating in a District Youth program must be interviewed to determine their suitability for participation in the program.

### **6. Training**

The District will provide abuse and harassment prevention training to all Youth program participants. The Youth Protection Officer, or other person familiar with abuse or harassment prevention, will conduct the training sessions.

Specifically, District will

- Adapt the *Abuse and Harassment Prevention Training Manual and Leaders' Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements

- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used

- Conduct specialized training sessions for the following Youth program participants:

- District governor
- District Youth Program committee members
- Club Youth Program committee members
- Rotarian counselors

- Other Rotarians and non-Rotarians who participate in Youth Program activities, such as local tours or district events
- Host families
- Students
- Parents and legal guardians of students
- Establish guidelines to ensure that all participants have received the requisite training
- Maintain records of participation to ensure compliance

### **7. Allegation Reporting Guidelines**

The District is committed to protecting the safety and well-being of Youth and will not tolerate 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 (Annexed hereto as Appendix A).

### **8. Follow-through and Review Guidelines**

District takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

### **9. Other District Responsibilities**

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all inbound Youth Exchange students maintain insurance.
- Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites or other applicable youth programs.
- Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Report all criminal allegations to RI within 72 hours.
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.



- Evaluate and review this policy and accompanying procedures regularly.
- Appoint a district review committee to evaluate and review files, policies, and allegations annually.
- Appoint a district youth protection officer.
- Require a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.
- Consider designating a mobile phone as a permanent district hotline. Assign a Rotarian in the district to be on-call for a given period and carry the phone 24 hours a day.

#### **10. Club Compliance**

The District will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention.

All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- All materials produced in the club to promote and support the Youth programs, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District and RI policies.
- If not coordinated by the district, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District

Youth Exchange program structure (so-called backdoor exchanges).

- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people – both males and females who are not related to each other and do not have close ties to the host families or club counselor – who can help the students with any issues or problems.
- Follow RI guidelines for Youth Exchange or other applicable youth program Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.
- Appoint a club youth protection officer.
- Place students in three successive host families on long-term exchanges.
- Establish a system of club recertification that requires each club to provide copies of all information for review and approval.
- Prohibit volunteers from having contact with students until a background check has been conducted and clearance for unsupervised contact with students has been issued.

#### **11. District Youth Protection Officer**

a. The District Governor shall appoint a suitable Rotarian who is a member of a Rotary Club within the District as the District Youth Protection Officer. The role of the District

Youth Protection Officer is to raise awareness of risk management issues for youth programs and ensure that the district, clubs, and all program volunteers comply with RI and district abuse and harassment policies. He or she is the first point of contact in the district should any Rotarian receive an allegation of abuse or harassment. This officer may train other district and club officers on procedures and guidelines related to abuse and harassment and other risk management issues.

b. Responsibilities

- Maintain records of all allegations made.
- Ensure proper handling of allegations, according to local laws and district policy, and protection of the interests of all involved.
- Work with clubs to inform all Rotarians of their obligations under both district policy and local laws.
- Review and maintain an archive of all screened volunteers, including applications and the results of criminal background checks and reference checks. Alternatively, serve as a liaison to an external firm contracted for this purpose.
- Collect and submit all forms required by the police or relevant state/local authorities to conduct background checks on program volunteers who will have unsupervised access to youth.
- Ensure that appropriate training is made available to Rotarians, program volunteers such as host families or RYLA counselors, and youth participants and their parents.
- Advise the district youth program committees about developments in educational and training programs.

c. Qualifications

- Professional experience in handling abuse and harassment issues
- Youth counseling experience
- Knowledge of both RI policies and relevant national and local laws

## 12. District Review Committee

a. The role of the district review committee is to follow through on allegations of abuse or harassment that cannot be investigated by law enforcement or when law enforcement investigations are inconclusive.

b. Responsibilities

- Determine whether the district's risk management policies are sufficient.
- Conduct an annual review of all documentation and allegations of abuse or harassment in youth programs to ensure that the district is taking steps to limit the risk of abuse and harassment.

- The committee should meet within three to five business days after an allegation of abuse or harassment is made.
- Conduct an appraisal following law enforcement investigations to consider the circumstances surrounding the allegation, and recommend a response to the district governor and district youth protection officer.
- Determine whether the accused individual's continued participation in youth programs poses too great a risk in situations where an investigation by law enforcement is inconclusive.
- Follow through when law enforcement does not investigate an allegation.

#### c. Committee Members

The District Governor shall appoint suitable Rotarians who are members of a Rotary Club within the District to the District Review Committee. No more than one member of the District Review Committee shall be a member of the same Rotary Club, except for the District Governor and the Youth Protection Officer. The district governor may appoint such number of members to this committee as the Governor shall deem appropriate but shall include, at a minimum the following members:

- District Youth Exchange committee chair, RYLA committee chair, Gift of Life committee chair, Interact committee chair, Rotaract committee chair (if so appointed), React committee chair (if so appointed)
- a Rotarian with professional experience related to abuse issues, such as a social worker, psychologist, or psychiatrist
- a Rotarian volunteer with risk management experience
- the District Youth Protection Officer
- At least one past district governor

#### d. Conflicts

- To avoid conflicts of interest, committee members must recuse themselves from reviewing allegations made against a member of their own Rotary club or a friend, colleague, spouse, or relative.

### **13. R.I. 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*

## Appendix A

### **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.**

#### **Definitions**

**Sexual abuse.** Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes nontouching offenses, such as 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. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse or cyber-bullying of a sexual nature
- Display of 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

#### **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.

#### **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 allegations to appropriate authorities – child protection or law enforcement.**

Immediately report all cases of sexual abuse or harassment – first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. In District 7490, the appropriate law enforcement office is the local police department and the Division of Youth and Family Services (Hotline 1-877-NJ ABUSE). Federal law requires that any incident or allegation involving the actual or alleged sexual exploitation or abuse of a participant in a secondary school exchange program must be reported to the U.S. Department of State.

In most situations, the first Rotary contact is the District Youth Protection Officer, who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the district youth program chair or district governor should be the first Rotary contact.

The District will cooperate with police or legal investigations. The District has researched local, state, and national laws related to sexual abuse and harassment prevention and notes the

following legal requirements of which all adult volunteers participating in the program must be aware:

- Pursuant to N.J.S.A. 9:6-1 et seq. any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Division of Youth and Family Services by telephone or otherwise. Anyone acting pursuant to said act in making a report of child abuse shall have immunity from any liability. Any person knowingly failing to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed is a disorderly person.

- Pursuant to N.J.S.A. 15:3A-1 et seq., prospective or current employees and volunteers of nonprofit youth serving organizations shall submit their name, address, fingerprints and written consent to the organization for a criminal history record background check to be performed. The organization shall supply this documentation to the Attorney General, who shall coordinate the background check. A person may be disqualified from serving as an employee or volunteer of a non-profit youth service organization if that person's criminal history record background check reveals a record of conviction of any crime or disorderly persons offense in N.J. or similar crime or offense in any other State, involving danger to the person, against the family, children or incompetents, involving theft or involving any controlled dangerous substance or controlled substance analog.

#### **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.

#### **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 moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

#### **Follow-through Procedures**

Either the district youth programs 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. If 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 counselor 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 youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, the District 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**

The District 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 alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

## Appendix B

### **Youth Volunteer Affidavit**

District 7490 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

***This information may be provided to an outside agency that this district has contracted with to conduct background checks.***

### **PERSONAL INFORMATION**

Name:

Address:

City:

State:

Postal Code:

How long at this address? (If fewer than five years, list previous residence[s] on the back of this sheet.)

Social Security Number:

Date of Birth (dd/mm/yyyy):

### **CONSENT**

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I understand that District 7490 youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to District to verify information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

### **WAIVER**

IN CONSIDERATION of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release

and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts, and of Rotary International ("Indemnitees"), from any or all liability for any loss, property damage, personal 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 my background in connection with this affidavit. I further agree to conform to the rules, regulations, and policies of Rotary International, the District youth programs and its affiliates.

**I acknowledge that I have read and understand the above affidavit, consent, and waiver and that I sign this form voluntarily.**

Signature of Applicant:

Please Print Name:

Date:

**ADDITIONAL INFORMATION**

Home Phone: E-mail:

Business Phone: Fax:

Are you a member of a Rotary club? Yes \ No

If yes, indicate club name and year joined:

Position applied for:

Have you held a Rotary youth programs position in the past?

Yes\No

If yes, what position and when?

**EMPLOYMENT HISTORY** (for the past five years; attach additional sheets, if necessary)

Current Employer:

Address:

City: State: Postal Code:

Phone: Position:

Dates of Employment: Supervisor's Name:

Previous Employer:

Address:

City: State: Postal Code:

Phone: Position:

Dates of Employment: Supervisor's Name:

**VOLUNTEER HISTORY WITH YOUTH** (for the past five years; attach additional sheets, if necessary)

Organization:

Address:

City: State: Postal Code:

Phone: Position:

Dates Held: Director's Name:

Organization:

Address:

City: State: Postal Code:

Phone: Position:

Dates Held: Director's Name:

**PERSONAL REFERENCES** (may not be relatives; no more than one former or current Rotarian)

1. Name:

Address:

City: State: Postal Code:

Phone: Relationship:

2. Name:

Address:

City: State: Postal Code:

Phone: Relationship:

3. Name:

Address:

City: State: Postal Code:

Phone: Relationship:

**QUALIFICATIONS AND TRAINING**

What relevant qualifications or training do you have for this position? Please describe in full.

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**CRIMINAL HISTORY**

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)? Yes No

2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order? Yes No

If yes, please explain. Also indicate dates(s) of incidents(s) and the country and state in which each occurred (attach a separate sheet, if needed).

**For District Use Only:**

References checked by  
DATE                      INITIALS

Interview completed by  
DATE                      INITIALS

Background check completed by  
DATE                      INITIALS

1. Which of the following is not a reason for needing a youth protection policy?
  - a Demonstrates Rotary's commitment to youth
  - b Helps prevent specific incidents of abuse and mitigates effects
  - c Complies with the mandates from Rotary International
  - d Strengthens the trust of participants and their parents
  - e Provides immunity to volunteers and shields them from liability
  
2. Which of the following is not included in R.I.'s Statement of Conduct for Working with Youth?
  - a Safeguarding the interests of all Rotarians and volunteers
  - b Creating and maintaining the safest possible environment for participants
  - c Safeguarding the welfare of children and young people
  - d Preventing the physical, sexual or emotional abuse of children & young people
  - e Defining the duties of Rotarians, spouses, partners and volunteers
  
3. Which of the following statements is true?
  - a Most sexual abuse and harassment is committed by strangers.
  - b An adult volunteer gossiping about a female student's figure is sexual harassment.
  - c Teenagers often make up charges of sexual abuse or harassment to get attention or to get what they want from adults.
  - d Only an oversensitive teenager will suffer significant emotional harm as a result of abuse or harassment.
  - e If an adult gets along well with young people, it is very unlikely that he or she is a sexual offender.
  
4. Which of the following statements is true?
  - a A teenager who drinks alcohol, takes drugs, or stays out late at dance clubs is asking to be a victim of sexual abuse or harassment.
  - b Sexual abuse is almost exclusively directed against females by males.
  - c Rotary has a zero tolerance policy toward abuse and harassment.
  - d Sexual abuse requires physical contact of a sexual nature.
  - e Sexual abuse is about sexuality.
  
5. Which of the following does not constitute sexual abuse?
  - a Engaging in implicit or explicit sexual acts with a student or child
  - b Forcing or encouraging a student or child to engage in implicit or explicit sexual acts alone or with another person
  - c Requests for sexual favors
  - d Indecent exposure
  - e Exposing a child to sexual or pornographic material
  
6. Which of the following is not an example of sexual harassment?
  - a Sexual jokes or comments about an individual's sexual activities
  - b Verbal abuse of a sexual nature
  - c Displaying sexually suggestive objects, pictures or drawings
  - d Unintentional touching of sexual anatomical areas
  - e Sexual leering or whistling

7. Which of the following is not one of the steps to prevent abuse and harassment of youth participants?
  - a Adoption and implementation of abuse and harassment prevention policies
  - b A selection and screening process for volunteers and youth program participants
  - c Training of volunteers, youth participants and parents
  - d Retaining of legal representation for youth participants
  - e Support and communication between committed program participants
  
8. What are the key provisions of an abuse and harassment prevention policy?
  - a Policy statement
  - b Volunteer selection and screening procedures
  - c Training requirements
  - d Reporting guidelines
  - e All of the above
  
9. Which of the following persons does not require training?
  - a Host family members
  - b Youth program committee members
  - c Club officers and directors
  - d Rotarians attending youth programs
  - e Non-Rotarian volunteers having unsupervised contact with youth in a Rotary youth program
  
10. Which of the following persons does not require screening?
  - a Volunteers transporting youth in a Rotary youth program
  - b Host family members 18 years of age or older
  - c Club officers and directors
  - d Youth Exchange/RYLA/Interact/React counselors and advisors
  - e Non-Rotarian volunteers having unsupervised contact with youth in a Rotary youth program
  
11. Which of the following are included in a screening process?
  - a Applications
  - b Personal references
  - c Interviews
  - d Criminal background checks
  - e All of the above
  
12. Which of the following is not an element of training?
  - a Use of the RI Abuse and Harassment Prevention Training Guide
  - b Regularly scheduled training seminars
  - c Use of on-line training
  - d Specialized training for selected categories
  - e Litigation defense strategies

13. Which of the following are part of the support and communication network?
  - a Youth Protection Officer
  - b District Youth Committee Chairs
  - c District Governor
  - d Emergency contacts (police, fire, ambulance, doctor)
  - e All of the above
  
14. What elements are not require of committed program participants
  - a Willingness to undergo screening
  - b Willingness to undergo training
  - c Background knowledge in child psychology
  - d Willingness to assist in other Rotary youth programs when needed
  - e Recognition that the safety and well-being of young people must always be the first priority
  
15. Which of the following are indications that sexual abuse or harassment has occurred?
  - a Changes in behavior or mood
  - b High level of anxiety
  - c Difficulties in school
  - d Problems with authority
  - e None of the above necessarily indicates that abuse or harassment has occurred although they may be a sign or symptom.
  
16. What should you not do if you suspect sexual abuse or harassment?
  - a Receive a report
  - b Confront the alleged abuser/harasser
  - c Separate the youth from the presence of the alleged abuser/harasser
  - d Report the allegation to the District Governor, Youth Protection Officer or Youth Program Chairperson.
  - e Cooperate in follow-through procedures
  
17. Which of the following positions do not have key responsibilities for youth protection?
  - a Rotary clubs
  - b Rotary youth program committee chairs
  - c District Youth Protection Officer
  - d District Governor
  - e District Chief of Staff
  
18. What is not a duty of the District Review Committee?
  - a Take the initial report of an incident of abuse or harassment
  - b Follow-through on allegations when law enforcement investigations are inconclusive
  - c Determine if proper procedures are being followed
  - d Make recommendations respecting a response after conclusion of an investigation
  - e Conduct periodic review and evaluations of policy



19. What is not a duty of the District's Youth Protection Officer?
- a Act as the first point of contact for allegations of abuse or harassment
  - b Ensure proper handling and reporting of all allegations
  - c Determine whether an incident of abuse or harassment has occurred
  - d Make available appropriate training
  - e Advise and consult with District and club youth program committees
20. Whose responsibility is it to ensure the safety and well-being of youth participating in Rotary youth programs?
- a Rotarians
  - b Non-Rotarian volunteers
  - c Youth participants
  - d Parents of youth participants
  - e All of the above



# Volunteer Application

Every non-host family volunteer (Rotary counselor, YEO and Rotary members, general volunteer) 18+ of age must complete

**Position applying for:**

Date: \_\_\_\_\_

Counselor  Counselor for (student name) \_\_\_\_\_

I have received Counselor training: Initials \_\_\_\_\_ Youth Exchange Officer  Non-Host Family Volunteer

**Volunteer Name:** \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell # \_\_\_\_\_ Email: \_\_\_\_\_

I am a Member of \_\_\_\_\_ Rotary Club District \_\_\_\_\_

**VOLUNTEER HISTORY WITH YOUTH: (please attach additional sheets, if necessary)**

Have you had a previous affiliation in any way with the Secondary School Student program and/or international exchange students (ie, hosting, placing or monitoring exchange students)? YES / NO

If Yes, please indicate the name of the sponsor that you were affiliated with and list the dates of your affiliation with that organization: \_\_\_\_\_

List Other Volunteer position and or organization involvement: \_\_\_\_\_

**PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian)**

\*\*Must verify, at least 2 references.

1. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email \_\_\_\_\_ Relationship: \_\_\_\_\_

**CRIMINAL HISTORY (Attach a separate sheet if necessary)**

1. Have you ever been convicted of or plead guilty to any crime(s)? YES / NO

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? YES / NO

If yes, describe in full. Indicate dates(s) of crime(s) and in which city and state each took place.

3. Have you had any contact with any child protective services agency in the past? YES / NO

If yes, please indicate when and for what reasons



**CONFIDENTIAL**

**Send the original of this form to ESSEX CBC or scan/send and destroy the original**

**\*\* Retain the notification of results only in records \*\***

**ANNUAL BACKGROUND CHECK WAIVER/CONSENT/RELEASE**

*Each Rotary volunteer 18+ of age must complete this waiver for the background check.*

I am applying for a volunteer position with Rotary Programs and I understand that Rotary, and/or its subdivisions or districts (hereinafter "Rotary") may/will deny a volunteer position to anyone deemed, in the sole and absolute discretion of Rotary, to be unacceptable or unsuitable, either now or at any time in the future, and that Rotary may terminate my volunteer position at any time, with or without cause. I hereby certify that any information I have provided in connection with this application is truthful and that I have disclosed all pertinent information. I hereby agree to supplement this application, and report to Rotary, any events or changes which might affect this application as soon as possible after such events or changes occur.

I hereby give my permission for Rotary to investigate and verify all the information I have provided though this annual background check by whatever means Rotary deems suitable and/or appropriate including, but not limited to, searching public records, criminal background checks, and sexual abuse registries, and I hereby indemnify and hold harmless Rotary, and all persons involved with, or working with or for Rotary, from any and all liability for any and all loss or consequences I may sustain as a result of such investigation and/or verification. Further, I hereby give my permission for any such investigation and/or verification to be repeated at any time, and as often as necessary, for so long as I may remain a volunteer or host, or at anytime in the future that I might reapply to be a volunteer.

I further agree to conform to the rules, regulations, and policies of Rotary International, and its subdivisions or district, or affiliates, at all times during my service as a volunteer.

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE WAIVER, CONSENT, AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.**

**>>> Print or type all information clearly and legibly including your complete legal name and SSN. <<<**

|  |                           |                              |   |
|--|---------------------------|------------------------------|---|
| _____  | _____                     | _____                        | _____                                       |
| <b>Legal First Name</b>                      | <b>Middle Name</b>        | <b>Last Name</b>             | <b>Signature</b>                            |
| <b>Date of Birth</b> _____ / _____ /19 _____ | _____                     |                              | <b>Today's Date</b> _____ / _____ /20 _____ |
| Month / Day / Year                           | <b>Other Name(s) Used</b> |                              | Month / Day / Year                          |
| <b>Telephone Number</b> _____                | <b>E-mail</b> _____       |                              |   |
| <b>Address:</b> _____                        |                           | <b>City</b> _____            | <b>State</b> _____ <b>Zip</b> _____         |
| <b>SSN</b> _____ -- --                       | <b>Rotary Club</b> _____  | <b>Rotary District</b> _____ |   |

**Print Legibly**

*Check the reason for this background:*      **Rotary Program Volunteer**

**SEND THIS WAIVER THROUGH YOUR PROGRAM COORDINATOR OR YOUTH PROTECTION OFFICER**

**The fee per background check is \$20.00 plus local courthouse charges (if any) that we must pay.**

**CONFIDENTIAL**

**Compliance Officer: Daniel Bronson, 1055 Presidents Drive, Lititz, PA 17543  
danbronsonjr@gmail.com 717-615-4767**



# VOLUNTEER REFERENCE FORM

## Non-Host Family

\*\* Two references per volunteer / References cannot be a relative and not more than 1 form or current Rotarian.

*Please fill out this form as honestly and completely as possible.  
All answers will be kept strictly confidential*

**RETURN THIS FORM TO:** \_\_\_\_\_  
\_\_\_\_\_

**This form is to be retained with the host district records**

**Volunteer Name** \_\_\_\_\_ **Rotary Club** \_\_\_\_\_

**Your Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** (\_\_\_\_\_) \_\_\_\_\_ **email:** \_\_\_\_\_

1. How long have you known this individual? (approximately) \_\_\_\_\_ Years

2. In what capacity do you know this individual? \_\_\_\_\_

3. Are you aware of any problems such as alcoholism, drug abuse, physical abuse, etc. that might affect this individual to work with exchange student program? \_\_\_\_\_ If yes, please explain in confidentiality

\_\_\_\_\_

\_\_\_\_\_

4. In your judgment, is this person a dependable, honest and stable individual? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Would you recommend this individual to work with Rotary Youth Exchange students?

\_\_\_\_\_

\_\_\_\_\_

**OTHER COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

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Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Are any of your children interested in becoming an exchange student? \_\_\_\_\_

Would you be interested in learning about becoming a Rotary Youth Exchange Host Family? \_\_\_\_\_

*Instructions: This form should be retained in the District Files*

ROTARY DISTRICT 7490

RESOLUTION NO. 2012-1

WHEREAS, the Board of Directors of Rotary International in November, 2002, adopted a Statement of Conduct for Working with Youth; and

WHEREAS, pursuant thereto Rotary International has promulgated an Abuse and Harassment Prevention Training Manual and Leader's Guide; and

WHEREAS, pursuant to Resolution 06-3 adopted by the Rotarians gathered at the 49<sup>th</sup> annual district conference for District 7490 in Williamsburg, Virginia (April 27-30, 2006), District 7490 endorsed and adopted as its student protection policy, the "Student Protection Policy" established by the Eastern States Student Exchange Program, Inc. (ESSEX), revised April 1, 2006, as now existent and as may hereafter be amended; and

WHEREAS, a need exists for District 7490 to adopt an abuse and harassment prevention policy to encompass all of Rotary's youth programs and activities;

NOW, THEREFORE, BE IT RESOLVED by the Rotarians gathered at the 55<sup>th</sup> annual district conference for District 7490 in Washington, D.C. (April 19-22, 2012), that District 7490 hereby adopts as the Youth Abuse and Harassment Policy, a copy of which is annexed hereto and made part hereof.; and

BE IT FURTHER RESOLVED that the "Student Protection Policy" established by the Eastern States Student Exchange Program, Inc. (ESSEX), revised April 1, 2006, as now existent and as may hereafter be amended, shall remain in effect, except as may be modified or amended hereby, in which event the more stringent provisions shall apply.

Adopted April 21, 2012

A resolution to submit the within resolution at the district conference was duly adopted by the Rotary Club of Maywood on March 1, 2012

/s/ Mark Stanek  
Mark Stanek, President

/s/ Cassie Hamilton  
Cassie Hamilton, Secretary

# Welcome to Rotary District 7490's Youth Protection Seminar





# Why do we need a Youth Protection Policy?

\$1.50  
SUNDAY  
September 2, 2012

# The Record

NORTH JERSEY'S TRUSTED SOURCE

## 'Teacher of the Year' arrested

### Accused of having sexual relationship with teen student

By COLLEEN DISKIN  
STAFF WRITER

The winner of last year's Essex County's "Teacher of the Year" award is facing multiple counts of sexual assault, another in a recent string of educators accused of having predatory relationships with their students.

Erica DePalo, 33, of Montclair, an English teacher at West Orange High School, was arrested about 7:30 p.m. Friday and accused of having a sexual relationship with a 15-year-old male student she taught in her honors English class, according to the Essex County Prosecutor's Office.

DePalo, who is also the school's junior varsity tennis coach, was charged with first-degree aggravated sexual assault, second-degree sexual assault and endangering the welfare of a child. Bail was set at \$100,000, said Prosecutor's Office spokeswoman Katherine Carter.

Police allege that DePalo

ber 2011. At the time she was quoted as saying, "I am merely a representative of all the hard-working dedicated teachers, especially those with whom I work at West Orange High School ... teachers who are committed to their students, who consistently advocate for their students, and who exceedingly go above and beyond their everyday duties and job descriptions."

DePalo, who is single, has been employed at West Orange High School since 2003 but was suspended upon her arrest Friday.

A graduate of Villanova University, DePalo earned a master's in liberal studies from New York University. She serves as an adviser for the National English Honor Society, according to a profile of her on the state Department of Education's website, which gives biographies of all the county Teacher of the Year winners. She was working under a \$2.5 million grant awarded by the



Erica DePalo, 33, of Montclair is an English teacher at West Orange High School.

a teenage student. In 2008, Teaneck teacher James Darden was sentenced to eight years in prison, after admitting to having a two-year sexual relationship with a student that started when she was 13. In 2005, Darden had won the prestigious Milken Family Foundation Educator Award.

A victims' advocate said Saturday that it isn't unusual for teachers accused of sexual abuse to also have been viewed by the community and their peers as standout educators.

"It is very common for the teachers of the year, the championship coaches and the vanguards of education to be perpetrators," said Terri Miller, president of the national organization

## Crossed boundaries

### Coaches accused of sexual assault

YET ANOTHER high school coach has been arrested, charged with sexual assault and endangering the welfare of a minor.

This time it's John D. Rankin, an assistant track and bowling coach at Park Ridge High School. He has the dismal distinction of being the second employee of Park Ridge High to have been arrested for an improper relationship. A math teacher was accused back in January of having a two-year affair with a student.

We wish we could say it started and stopped with Park Ridge. Unfortunately, there have always been teachers and coaches who have crossed their professional boundaries with students. They use to their advantage the powerful relationship between student and authority figure, between child and adult. It's unspeakable, but it happens.

If it seems as if lately we're hearing more and more stories about this kind of spectacularly inappropriate behavior from school employees, it's because we are. Last year, the number of teachers and administrators who lost their licenses in New Jersey due to sexual offenses rose to 33. Compare that to six years ago, when there were 18 such cases. And since December, a dozen school staff members statewide have been accused of sexual misconduct, Staff Writers Mary Jo Lavton, Marlene Nanes



RANKIN

the sexual harassment training for school employees is not working as well as it should. The vetting process for hiring teachers appears to be in need of attention, too. And we wonder if there is any way to have even stricter control over electronic communication between teacher and student.

Which is all too bad, because teaching and coaching involves so much more than the cold transmission of knowledge or skills. A good educator is caring, inspiring and wise. Extra attention, extra help and private discussions about problems at home may be what students need to learn and thrive. Educators should be able to exercise their good judgment without worrying about their jobs. But every time a teacher violates the boundaries, it makes it that much harder for everyone else. And then the students suffer.

A positive way to look at the spike in sexual assault cases may be that students and their parents

- Help to ensure that Rotarians and other volunteers exemplify the policy
- Demonstrate Rotary's commitment to youth
- Help prevent specific incidents of abuse and mitigate effects
- Protect long term viability of youth programs
- Strengthen the trust of participants and their parents
- Protect the interests of all volunteers and participants
- Reduce risks, liability and insurance claims
- **Comply with mandates from Rotary International**

# Rotary International's 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 R.I. Board of Directors, November 2002**

## Sexual Abuse and Harassment Statements (True or False)

1. Most sexual abuse and harassment is committed by strangers.
2. Teenagers often make up charges of sexual abuse or harassment to get attention or to get what they want from adults.
3. Only an oversensitive teenager will suffer significant emotional harm as a result of abuse or harassment.
4. If an adult gets along well with young people, it is very unlikely that he or she is a sexual offender.
5. A teenager who drinks alcohol, takes drugs, or stays out late at dance clubs is asking to be a victim of sexual abuse or harassment.
6. An adult volunteer gossiping about a female student's figure is sexual harassment.
7. Sexual abuse is almost exclusively directed against females by males.
8. Sexual abuse requires physical contact of a sexual nature.
9. Sexual abuse is about sexuality.
10. Some minor sexual harassment is to be expected and tolerated.

1. Most sexual abuse and harassment is committed by strangers.

**FALSE:** Most abuse is committed by someone the victim knows and trusts. Approximately 90 percent of sex offenders were relatives or acquaintances of their victims.

2. Teenagers often make up charges of sexual abuse or harassment to get attention or to get what they want from adults.

**FALSE:** Only 1% to 4% of sexual abuse reports are fabricated. Child abuse is generally underreported because young people fear that disclosure will bring consequences even worse than being victimized again or because they are convinced by their abusers that it is their own fault. Social stigmas about sexuality also contribute to feelings of shame.

3. Only an oversensitive teenager will suffer significant emotional harm as a result of abuse or harassment.

**FALSE:** The potential of significant emotional harm is present whenever abuse or harassment occurs and the level of trauma depends on many factors, including feeling powerless to stop the situation or confusion, shame or isolation.



4. If an adult gets along well with young people, it is very unlikely that he or she is a sexual offender.

**FALSE:** Offenders often cultivate an image of being “good with young people” in order to gain trust from the community and victims and often seek opportunities for access to children through youth programs and volunteer organizations.

5. A teenager who drinks alcohol, takes drugs, or stays out late at dance clubs is asking to be a victim of sexual abuse or harassment.

**FALSE:** Poor judgment, bad habits and inexperience do not justify or excuse abuse.

6. An adult volunteer gossiping about a female student's figure is sexual harassment.

**TRUE:** Within Rotary's definition, gossiping about and referring to a person's sexual attractiveness or deficiency constitute harassment, regardless of gender.

7. Sexual abuse is almost exclusively directed against females by males.

**FALSE:** Both males and females are at risk and both males and females can commit sexual abuse. Among reported cases of sexual abuse against boys, 14% were committed by females.

8. Sexual abuse requires physical contact of a sexual nature.

**FALSE:** Sexual abuse includes such non-touching offenses such as indecent exposure and exposing a child to sexual or pornographic material.

9. Sexual abuse is about sexuality.

**FALSE:** In most cases, sexual abuse and harassment is not about sexuality, but is about power and control.

10. Some minor sexual harassment is to be expected and tolerated.

**FALSE:** Rotary International has established a **zero-tolerance** policy toward abuse and harassment. **The safety and well-being of young people must always be the first priority.**

**WHAT CONSTITUTES  
SEXUAL ABUSE  
OR HARASSMENT?**



## What constitutes abuse or harassment?

**Sexual Abuse.** Engaging in implicit or explicit sexual acts with a student or child or forcing or encouraging a student or child to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex. Sexual abuse also includes non-touching offenses, such as indecent exposure and exposing a child to sexual or pornographic material.

**Sexual Harassment.** Sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

## CAN YOU NAME SOME EXAMPLES?

## Examples of sexual harassment:

- Sexual epithets, jokes, written or spoken references to sexual conduct, speaking about one's sex life in the presence of a young person, 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 intentional brushing against or touching, obscene language or gestures, or suggestive or insulting comments

What steps can be taken  
to help prevent  
abuse and harassment  
of youth participants?

## PREVENTION STEPS:

- **POLICY** emphasizing protection
- **SELECTION AND SCREENING** of volunteers and youth program participants
- **TRAINING** of volunteers, youth participants and parents
- **SUPPORT AND COMMUNICATION** with youth participants, the District, Rotary Clubs, and community members
- **COMMITTED PROGRAM PARTICIPANTS** united in the aim of providing the best possible experience to youth (including Rotarians, non-Rotarians & youth)

# What are the key provisions of District 7490's abuse and harassment prevention policy

Adopted by Resolution 2012-1 on April 21, 2012,  
at the District Conference in Washington, D.C.

- Policy Statement
- Definitions of volunteers, student, sexual abuse and harassment
- Incorporation and liability insurance
- Volunteer selection and screening procedures
- Student selection and interview procedures
- Training
- Reporting Guidelines
- Follow-through and review guidelines
- Club responsibilities and compliance requirements
- Appointment, responsibilities and qualifications of the District Youth Protection Officer
- Creation, duties & membership of District Review Committee
- Other: physical safety requirements, degree of supervision, motor vehicle guidelines and illness injury procedures

WHO SHOULD BE

TRAINED

(and **SCREENED**)?

- Although not every volunteer involved in a Rotary youth program needs to be trained and screened, everyone in a **supervisory or leadership role** in a district or club youth program should be trained.
- Moreover, any volunteer, Rotarian or non-Rotarian, who is expected or is likely to have **unsupervised direct contact with youth** as part of a Rotary youth program must be both screened and trained.
- It is also recommended that **small groups of volunteers** (three or less members) working on Rotary youth programs (e.g. scholarship interview committees) be both screened and trained.

What are some examples of who should be trained **and screened**?



- Youth Exchange **counselors**, committee members & **host families** \*
  - Gift of Life committee members & **host families** \*
  - Interact/React **advisors** and committee members \*
  - RYLA **counselors** & committee members \*
  - **Club youth protection officers**
  - Club officers and directors \*
  - Youth participants and their parents
  - Youth scholarship committee members \*
  - Youth mentoring program participants \*
  - **\*All volunteers in a Rotary youth program or activity where unsupervised contact with youth is likely, including those transporting youth**
- (Those highlighted in **Red** should be screened & trained)

# VOLUNTEER SELECTION AND SCREENING PROCEDURES

- **APPLICATIONS** – Complete Essex Volunteer Application (available on District website) and file with District Youth Protection Officer) (who will copy the District Youth Exchange Chairperson). Youth Exchange Volunteers may complete application on line [www.exchangestudent.org](http://www.exchangestudent.org)
- **PERSONAL REFERENCES** – List three (may not be relatives nor more than one current or former Rotarian); insert volunteer information on the Volunteer Reference Form and forward a copy of same to each personal reference with request that they complete same and send to District Youth Protection Officer (who shall copy District Youth Exchange Chairperson)

- **INTERVIEW** by applicable District youth program committee or Club youth program committee. Verify I.D. (passport, photo driver's license, birth certificate)
- **U.S. DEPT. OF STATE ANNUAL CERTIFICATION** (required only of Youth Exchange Program coordinators and host families) – complete on-line test based on Federal rules
- **CRIMINAL BACKGROUND CHECK**-Complete Annual Criminal Background Check Waiver/ Consent/Release form and submit to Essex through District Youth Protection Officer (required every twelve months) (\$20 fee payable to ESSEX CBC). Youth Exchange volunteers may complete and submit criminal background check online at no cost. Results are provided by Essex to District Youth Exchange Chairperson and District Youth Protection Officer

## WHAT OFFENSES WOULD DISQUALIFY A VOLUNTEER?

- Offenses involving danger to the person
  - N.J.S.A. 2C:11-1 et seq.* – criminal homicide
  - N.J.S.A. 2C:12-1 et seq.* – assaults, threats, stalking
  - N.J.S.A. 2C:13-1 et seq.* – kidnapping, criminal restraint
  - N.J.S.A. 2C:14-1 et seq.* – sexual offenses
  - N.J.S.A. 2C:15-1 et seq.* – Robbery
- Offenses against family
  - N.J.S.A. 2C:24-1 et seq.* – endangering welfare
- Offenses involving thefts – *N.J.S.A. 2C:20-1 et seq.*
- Offenses involving controlled dangerous substances
  - N.J.S.A. 2C:35-1 et seq.* (except *N.J.S.A. 2C:35-10a*)
- Registered or excluded sex offenders - *N.J.S.A. 2C:7-1 et seq.*
- Similar offenses committed in any other state or jurisdiction

# TRAINING REQUIREMENTS

- ADOPTION OF R.I. ABUSE AND HARASSMENT PREVENTION TRAINING GUIDE
- REGULAR SCHEDULED TRAINING SEMINARS
- USE OF ON-LINE TRAINING
- PERIODIC REFRESHER TRAINING
- SPECIALIZED TRAINING FOR SELECTED CATEGORIES
- MAINTAIN RECORDS OF PARTICIPATION

# SUPPORT AND COMMUNICATION

- YOUTH PROTECTION OFFICER
- DISTRICT YOUTH COMMITTEE CHAIRS
- DISTRICT GOVERNOR
- EMERGENCY CONTACTS (fire, police, ambulance, doctor)
- SAFE HOUSES (host families available in an emergency)
- LIST OF AVAILABLE SCREENED & TRAINED VOLUNTEERS

# COMMITTED PROGRAM PARTICIPANTS

- WILLING TO UNDERGO SCREENING AND TRAINING
- WILLING TO ASSIST IN OTHER ROTARY YOUTH PROGRAMS WHEN NEEDED
- RECOGNIZE THAT THE SAFETY AND WELL-BEING OF YOUNG PEOPLE MUST ALWAYS BE THE FIRST PRIORITY

WHAT ARE THE SIGNS AND  
SYMPTOMS WHICH WOULD MAKE  
YOU SUSPECT THAT A YOUTH  
PARTICIPANT IS BEING SEXUALLY  
ABUSED OR HARASSED?



- Any physical signs of abuse
- Changes in behavior, mood
- Withdrawal, fear, crying
- Fear of certain persons or places
- High level of anxiety
- Eating disorder
- self- mutilation
- Diminished self esteem
- overly aggressive behavior
- unwillingness to participate in activities
- difficulties in school
- repression
- poor peer relationships, isolation
- nightmares or night terrors
- graphic or age inappropriate sexual knowledge
- suicide attempts or threats
- drug or alcohol abuse
- obsessive behavior
- problems with authority or rules

## CAUTION!

The signs of abuse and harassment are often difficult to distinguish from other problems associated with normal adolescence. Try to take the time to learn what is really going on.

## WATCH FOR:

- sudden changes in behavior
- clusters of symptoms
- marked drop-off in school performance

**WHAT SHOULD YOU DO  
IF YOU SUSPECT  
SEXUAL ABUSE OR  
HARASSMENT?**

# 1. Receive the Report

- Listen attentively and stay calm
- Assure privacy but explain that incident must be reported
- Ask questions to gather facts but don't interrogate
- Do not confront or interrogate alleged abuser/harasser
- Be nonjudgmental but supportive
- Document the allegation by keeping a written record

## 2. Protect the safety of the young person

- Immediately separate the youth from the presence of the alleged abuser/harasser
- Prevent further contact until resolution of the allegations

### 3. Report the Allegation

- Immediately report the allegation to the District Governor, Youth Protection Officer, or Youth Program Chairperson
- Report every allegation of criminal abuse or harassment to the proper law enforcement authorities for investigation. Consult with District Youth Protection Officer as to what constitutes criminal abuse or harassment.
- All allegations are to be reported to R.I. within 72 hours
- With respect to the Youth Exchange Program, federal law requires that U.S. Department of State be immediately notified of any incident or allegation of sexual exploitation or other abuse or neglect.
- Notify parents or guardians as soon as possible
- Report all incidents to RI Risk Management by email to [claims@rotary.org](mailto:claims@rotary.org) or by fax to (847) 556-2147

- ANYONE HAVING REASONABLE CAUSE TO BELIEVE A CHILD UNDER AGE 18 HAS BEEN THE SUBJECT OF ABUSE, CRUELTY, ABANDONMENT OR NEGLECT MUST REPORT SAME TO THE N.J. OFFICE OF CHILD PROTECTION AND PERMANENCY – *N.J.S.A. 9:6-1 et seq.*
  - CALL 1-877-NJ ABUSE (652-2872)
  - IMMUNITY FROM ANY LIABILITY
  - FAILURE TO REPORT IS A DISORDERLY PERSONS OFFENSE

## 4. Follow-through procedures

- Confirm that the youth has no further contact with the alleged abuser/harasser
- Temporarily remove (without prejudice) alleged offender from all contact with other youth in Rotary programs pending investigation
- Maintain privacy, do not gossip, protect rights of all parties
- Ensure that the youth receives immediate support services
- Cooperate fully with law enforcement agency investigation
- If police investigation is inconclusive or should no criminal investigation be warranted, refer to District Review Committee for investigation and recommendations



- A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment of young people participating in a Rotary youth program.
- Non-Rotarians so engaged must be prohibited from working with youth in any Rotary context.
- Should the results of an investigation be inconclusive, additional safeguards may be put in place. Persons cleared of charges may be (but are not guaranteed to be) reinstated.

# CASE STUDY # 1

Your club wishes to recognize the High School seniors who were selected as the scholarship award winners and invites them to attend a club meeting. The scholarship chairperson, who has been screened and trained, picks the students up from the High School and takes them to the club meeting but leaves the meeting early due to a business emergency. At the conclusion of the meeting you realize that there are no other screened and trained volunteers to drive the students back to school. **What do you do?**

## CASE STUDY # 2

During the annual RYLA retreat, a student approaches you and reports that one of the counselors has been making sexually suggestive remarks to her. The counselor has previously been screened and trained and has served as a volunteer counselor in past years without incident. Another counselor advises you that she has noticed that this particular student does not appear to get along well with the other students and is not participating in some of the activities. **What do you do?**

## CASE STUDY # 3

Your Rotary club has a three member committee to conduct interviews for scholarships. After the first hour, everyone is invited to take a short rest break and reconvene in 15 minutes. The next day you receive a telephone call from a parent of one of the students advising you that their child reported to them that during the break, one of the committee members was alone with their child and asked an inappropriate question concerning her sexual activities. None of the committee members were either trained or screened since the club did not believe there would be any unsupervised interaction. **What should you do?**

**WHAT ARE THE KEY  
POSITIONS  
WITHIN THE DISTRICT  
AND THEIR  
RESPONSIBILITIES  
TO YOUTH PROTECTION?**

# POSITIONS OF RESPONSIBILITY

## 1. District Governor

- Ensure that all allegations are reported to proper authorities & R.I.
- Confirm that abuse reporting follows district policies
- Ensure Rotary clubs comply with district policies
- Ensure that all youth programs are conducted responsibly
- If necessary, intervene in administration of youth programs
- Establish risk management procedures
- Encourage involvement of district leadership in youth protection

## 2. District Youth Protection Officer

- First point of contact for allegations of abuse or harassment
- Obtain, review and maintain records of all screened volunteers, including applications, references and background checks
- Ensure proper handling and reporting of allegations
- Make available appropriate training and work with clubs to inform Rotarians of their obligations
- Advise and consult with District youth program committees

### 3. Youth Program Committee Chairs

- Interview volunteers and host family members (if applicable) involved in their program
- Ensure that volunteers complete and submit appropriate applications, references and background checks
- Report any allegations of abuse or harassment within their program to the Youth Protection Officer
- Perform specialized training appropriate to their program
- Ensure that their volunteers attend youth protection training



#### 4. District Review Committee

- Follow through on allegations of abuse or harassment that cannot be investigated by law enforcement or when such investigations are inconclusive
- Determine whether the District's risk management policies are sufficient
- Meet within three to five business days after an allegation of abuse or harassment is made to determine if proper procedures are being followed
- Following the conclusion of a law enforcement investigation, conduct an appraisal to consider the circumstances surrounding the allegation and recommend a response

- Determine whether an accused individual's continued participation in youth program presents too great a risk where an investigation is inconclusive
- Conduct annual review of all documentation and allegations of abuse or harassment to ensure that the district is taking steps to limit the risk
- Conduct periodic review and evaluation of policies

## 5. Rotary Clubs

- Coordinate and ensure that club volunteers in youth programs comply with district policies, including applications, references, interviews, criminal background checks and training
- Complete and submit a signed compliance statement that the club is operating its youth programs in accordance with district and RI policies.

## CONTACT INFORMATION FOR KEY INDIVIDUALS

- Peter Wells, District Governor  
(201) 248-6643 (cell); [peter@peterwellsarchitect.com](mailto:peter@peterwellsarchitect.com)
- William Rupp, District Youth Protection Officer  
(201) 394-0312 (cell); [WFRAttorney@gmail.com](mailto:WFRAttorney@gmail.com)
- Yvonne Hassett, Youth Services Chair  
(201) 896-0191; [info@chairsnmore.com](mailto:info@chairsnmore.com)
- John Adams, Youth Exchange Coordinator  
(201) 891-7136; [john.adams.7490@gmail.com](mailto:john.adams.7490@gmail.com)
- Gift of Life Committee Co-Chairs  
Glenda Campaniola, (201) 757-4239; [fgcampani@yahoo.com](mailto:fgcampani@yahoo.com)  
Jennifer Padolina, (201) 362-6668; [jenniferbpadolina@gmail.com](mailto:jenniferbpadolina@gmail.com)
- Robert Wood, Rotaract Coordinator  
(973)200-0013; [robertdavidwood@gmail.com](mailto:robertdavidwood@gmail.com)
- PDG Len Agrusti, Boy Scouts Liaison  
(973) 872-2566 (office); (973) 872-3566 (home) [mealen26@aol.com](mailto:mealen26@aol.com)
- Betty Garger, Girl Scouts Liaison  
(973) 906-0110 (cell); [bgarger@gsnj.org](mailto:bgarger@gsnj.org)
- Gregory Liss, RYLA Coordinator  
(201) 410-7818 (cell); [scubaliss@optonline.com](mailto:scubaliss@optonline.com)
- Gina Getrajdman, Interact/React Coordinator  
(201) 925-3434; [ggetraj@udel.edu](mailto:ggetraj@udel.edu)

## ADDITIONAL RESOURCES

- [www.rotarydistrict7490.org](http://www.rotarydistrict7490.org) Youth Abuse and Prevention Policy, application forms, references form, district waiver/release/consent, youth protection slideshow, quiz
- [www.rotary.org](http://www.rotary.org) Abuse and Harassment Prevention Training Manual and Leaders Guide
- [www.exchangestudent.org](http://www.exchangestudent.org) Youth Exchange procedures and volunteer application forms
- Suicide & Crisis Hotline – 1-800-SUICIDE
- Alcohol & Drug Abuse – 1-800-322-5525
- RI Risk Management – [claims@rotary.org](mailto:claims@rotary.org) or (fax) (847)556-2147
- Child Protection & Permanency - 1-877-NJ ABUSE

**WHOSE RESPONSIBILITY IS IT TO  
ENSURE THE SAFETY AND WELL-  
BEING OF YOUTH PARTICIPATING  
IN ROTARY YOUTH PROGRAMS?**

The safety and well-being of all youth participants in Rotary Youth Programs and the prevention of abuse and harassment is the shared **responsibility of everyone**, including Rotarians, non-Rotarian volunteers, members of the host community, parents and students.