



PROTECTION POLICY

Version 1.3

**Approved: June 19 2015
To be reviewed annually**

*Protection Policy prepared by
PDG Marie Dorrington
District Trainer 2014-16*

1. BACKGROUND

1.1 ROTARY INTERNATIONAL: STATEMENT OF CONDUCT FOR WORKING WITH YOUTH (Manual of Procedure pp 65-66)

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse. (RCP 2.110.1.)

Youth Protection

All Rotarians, clubs, and districts must follow the Statement of Conduct for Working With Youth and the RI guidelines for abuse and harassment prevention established by the general secretary, which include the following requirements:

- 1) An independent and thorough investigation must be made into any claims of sexual abuse or harassment.*
- 2) Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.*
- 3) Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.*
- 4) 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. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.*
- 5) If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth.*

A person who is accused but 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. (RCP 2.110.3.)

Failure to Comply With Youth Protection Laws

A club must appropriately address any allegations that one of its members has violated youth protection laws. Any club that fails to do so may have its membership suspended or terminated by the RI Board. (RIB 3.030.4.)

1.2 DISTRICT 9500

The focus of a child-safe organisation is not simply to create an environment that minimises risk or danger. Rather it is about building an environment which is both child-safe and child-friendly, where children feel respected, valued and encouraged to reach their full potential. Child-Safe Environments: Principles of Good Practice, Department for Education and Child Development 2012 (page 5)

All Rotarians in Rotary District 9500 desire to ensure that all children, vulnerable adults and other persons that participate in Rotary Organised Programs (ROPs) are respected, protected and safe from abuse and harassment.

The development and implementation of this updated District 9500 Policy represents a clear statement of policy which is required to be complied with by all clubs and Rotarians in the District.

The Policy does NOT apply to the Youth Exchange Program, which has a protection policy specific to it, but otherwise applies to ALL other programs (or projects) conducted by District 9500 clubs and Rotarians.

The policy seeks to provide a clear statement of principles and strategies aimed at protecting all children, vulnerable adults and other persons that participate in ROPs from abuse and harassment.

1.3 KEY ELEMENTS OF THE POLICY

All Rotarians in District 9500:

- Are committed to creating and maintaining the safest possible environment for all participants in ROPs;
- Accept the responsibility to safeguard to the best of their ability the welfare of all children, vulnerable adults and other persons that participate in ROPs;
- Will act to ensure that their spouses or partners and other volunteers, (including Friends of Rotary and Rotaractors) engaged in ROPs understand the core principles and strategies of this policy and apply them in their dealings with children, vulnerable adults and other persons that participate in ROPs.

This commitment will be implemented through the following strategies:

- The District Management Committee will ensure that this policy is communicated to the clubs and Rotarians in the District and placed on the District website in the Governance section so that it is freely available to be viewed by all members of the public;
- The District Governor will take primary responsibility at District Management level for the implementation and enforcement of this policy;
- The District Management Committee will appoint a District Protection Officer, who will be responsible to the District Governor, and who will be responsible for chairing the District Protection Committee. The District Protection Officer, with the District Trainer, will have responsibility for developing and conducting training sessions for Club Protection Officers and District Youth Program committee members;
- The District Protection Officer shall recommend to the District Management Committee, the appointment of a Youth Exchange (YEP) Protection Officer and a Youth Programs (non YEP) Protection Officer who will each be responsible for ensuring compliance with the relevant protection policy by District Youth Program committees;
- Each club in the District shall be required to appoint a Club Protection Officer who will be responsible for the enforcement of this policy in ROPs of his or her club and for attending annual training;
- The District will annually, and on an as needs basis, provide training in relation to this policy to Club Protection Officers;
- The District will regularly, and on an as needs basis, provide training in relation to this policy to District Youth Program committee members.

2. INTRODUCTION

2.1 This policy has been developed along best practice guidelines to ensure that:

- Each club in the District has the resources to implement the key strategies for the prevention of abuse and harassment to all persons engaged in ROPs;
- There is a system in place that encourages and facilitates the timely reporting of alleged incidents of abuse and harassment;
- All Rotarians, their partners and spouses and other volunteers in ROPs are clear as to their responsibilities regarding the prevention of abuse and harassment.

2.2 This policy applies to:

- All Rotarians engaged in ROPs;
- The spouses or partners of Rotarians engaged in ROPs; and
- Other persons engaged as volunteers in ROPs, including Friends of Rotary and Rotaractors.

2.3 Relevant legislation:

South Australia

- Children's Protection Act (1993)

- **Children’s Protection Regulations 2010 (SA).**

Northern Territory

- **Care and Protection of Children Act (2007)**
- **Care and Protection of Children Guidelines**

In addition, **The National Framework for Creating Child Safe Environments** has been endorsed by all Australian Jurisdictions and states that organisations have a moral and legal responsibility to ensure that children in their care are safe.

2.4 District 9500 Harassment Policy

The District 9500 Harassment Policy is a separate document but an integral component of this policy, which is set out on the District website in the Governance Section.

3. DEFINITIONS

Rotary Organised Programs (ROPs) (including projects) means

Any District or club program or project initiated at a club, District or Rotary International level is a ROP.

Sexual Abuse means

Engaging in implicit or explicit sexual acts with a person or forcing or encouraging a person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite gender. This includes non-touching offences, such as indecent exposure or showing a person sexual or pornographic material.

Physical Abuse means

Physical abuse is any physical harm inflicted upon a person and includes but is not limited to:

- Providing insufficient nourishment for the person;
- Depriving the person of a reasonable amount of sleep
- Requiring the person to do an unreasonable amount of work
- Inflicting physical pain on the person.

Sexual Harassment means

Sexual advances, requests for favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitise 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 another person, and comments about an individual’s sexual activity, deficiencies or prowess;
- Verbal abuse of a sexual nature;
- Display of sexually suggestive objects, pictures or drawings;
- Sexually leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

Emotional Harassment means

Emotional harassment is any action or comment which unreasonably disturbs the other person.

This includes but is not limited to

- repeated comments about a person’s social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the person to whom they were directed.

Abuse and Harassment

Abuse and harassment refers to any form of harmful treatment described above whether it is sexual, emotional or physical.

Young Person (or child) means

A young person is a person under the age of eighteen years.

Vulnerable Adult means

An adult person who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to protect him or herself against significant harm or exploitation.

South Australia

Police Check or National Police Clearance means

A record of a summary of a person's disclosable criminal conviction history in Australia.

DCSI Screening Certificate or letter involves

Consideration of extensive cross-jurisdictional expanded criminal history, such as information relating to charges for offences alleged to have been committed regardless of the outcome of those charges, such as acquittals, dismissed, withdrawn and pending charges as well as convictions. It also includes information from government databases, such as care concern investigation records and child protection information held by DCSI and DECD.

Northern Territory

Ochre Card

An Ochre Card is the photo identification card that is issued once a Clearance Notice has been received. It can be kept in a wallet as proof of clearance to work or volunteer in 'child-related' work

4. PREVENTION PRINCIPLES

4.1 In South Australia, compliance with both the Children's Protection Act (1993) and the Children's Protection Regulations, 2010 (SA).

All Rotarians, spouses, partners and volunteers who are actively engaged in ROPs MUST have a DCSI Screening Certificate or letter where there is

- **Regular contact with children, or close proximity to them on a regular basis**
- **Access to records relating to children**
- **Overnight care of children**
- **Any health, welfare, education, sport, recreation or residential function with children**

This applies to all involved in the District programs of RYLA, RYPEN and the Science programs, as well as club programs that have regular direct or sole contact with a child or young person.

All Rotarians, spouses, partners and volunteers who are actively engaged in ROPs must have a Police Clearance Certificate where there is

- **any contact with children, young people or vulnerable people**

For District 9500 Clubs in the Northern Territory, compliance with both the Care and Protection of Children Act (2007), and the Care and Protection Guidelines.

All Rotarians, spouses, partners and volunteers over the age of 15 who are actively engaged in ROPs MUST have an Ochre Card where there are child-related activities as outlined in the relevant legislation. More information available at <http://www.workingwithchildren.nt.gov.au/categories.html>

This applies to all involved in the District programs of RYLA, RYPEN and the Science programs, as well as club programs that have regular direct or sole contact with a child or young person.

4.2 Further Prevention Principles

- As clubs also may deal with vulnerable adults in undertaking ROPs it is the District policy that all Rotarian and non-Rotarian volunteers who have regular direct contact with vulnerable adults must have a current DCSI Screening Certificate of letter or Ochre Card for NT
- Interviews and referee checks should be considered as part of the protection for high risk areas
- District 9500 has created a structure at District and club level to educate Rotarians about identifying and responding to abuse and/or harassment.

- District 9500 has created a system that encourages and facilitates the timely reporting of any allegations of abuse and/or harassment.

5. PREVENTION STRATEGIES

5.1 APPOINTMENTS

District 9500 has appointed a [District Protection Officer](#) who reports to the District Management Committee through the District Governor and whose responsibilities include:

- Communicating regularly with clubs about this policy;
- Providing annual training at District Training Assembly, PETS, and on an as needs basis, for Club Protection Officers, Presidents, and any interested Rotarians regarding club compliance with the policy;
- Ensuring that established procedures for responding to allegations of abuse and/or harassment are followed appropriately;
- Ensuring regular reviews of the policy at least biennially;
- Chairing the District Protection Committee.

District 9500 has mandated that each club shall appoint a [Club Protection Officer](#) who will report directly to the President of his or her club and whose responsibilities include:

- Ensuring compliance with this policy by his or her club for all ROPs conducted by such club;
- Maintain a register of club members and details of their PCC or DCSI Certificate or letter;
- Educate club members as to this policy, its purpose and the need for strict compliance;
- Liaise with the District Protection Officer, or another member of the District Protection Committee in his or her absence, in relation to any allegation or incident which has the potential to activate the policy procedures for handling reports and allegations, whilst ensuring that the club President is kept fully informed.
- Attending training provided by the District annually

District 9500 has appointed a [Youth Exchange Protection Officer](#) who will report directly to the District Protection Officer and whose responsibilities include:

- Ensuring compliance with the protection policy applicable to the Youth Exchange Program only, known as the Rotary District 9500 Youth Abuse and Harassment Prevention Policy and Certification Requirements (the YEPPP), by those persons participating in the Youth Exchange program;
- Ensure that the District Youth Exchange Committee maintains a register of DCSI Certificates or letters/Ochre Card for those participating in the program;
- Educate those participating in the Youth Exchange Program at least annually as to the YEPPP, its purpose and the need for strict compliance;
- Liaise with the District Protection Officer, or the District Governor in his or her absence, in relation to any allegation or incident which has the potential to activate the reporting guidelines in the YEPPP whilst ensuring the YEP Committee Chair is kept fully informed.

District 9500 has appointed a [Youth Service \(non YEP\) Protection Officer](#) who will report directly to the District Protection Officer and whose responsibilities include:

- Ensuring compliance with this policy by the District Youth Service (non YEP) committees of their respective District programs by those persons participating in such programs;
- Ensure that the respective District Youth Service (non YEP) committees maintain a register of DCSI Certificates or letters (or Ochre Card) for those participating in the programs;
- Educate those participating in the District Youth Service programs (non YEP) at least annually as to this policy, its purpose and the need for strict compliance.
- Liaise with the District Protection Officer, or the District Governor in his or her absence, in relation to any allegation or incident which has the potential to activate the policy procedures for handling reports and allegations, whilst ensuring the chair of the respective program committee is kept fully informed.

The District Protection Officer shall chair the District Protection Committee which shall comprise the following:

- District Protection Officer;
- Youth Exchange Protection Officer;
- Youth Service (non YEP) Protection Officer; and
- Such others as requested by the District Protection Officer and approved by the District Management Committee.
- The District Governor shall be an ex officio member of the District Protection Committee.

The functions of the District Protection Committee shall include the following:

- Coordination and regular provision of the education and training process relevant to this policy and the YEPPP;
- Review on a regular basis of the District protection policies to ensure currency;
- Recommendations to the District Management Committee as to improvements that can be made to improve the processes and procedures under the protection policies to ensure compliance within the District.

5.2 EDUCATION AND TRAINING

District 9500 will provide annual training in relation to the District Protection Policies at one or more of the following:

- PETS
- District Training Assemblies
- Scheduled times as required for all Rotarians
- Scheduled times for those participating in the Youth Exchange Program in conjunction with the YEP Committee
- Scheduled times for those participating in District Youth (non YEP) Service Programs.

The District Protection Officer will be available to present at clubs if desired in relation the District Protection Polices.

Through such education and training clubs will be made aware of the resources for Clubs and Rotarians and to assist documentation available to assist should issues arise during the course of a ROP.

5.3 TRANSPORTATION

It is recommended practice that in the circumstances where there is just a child and a driver in a motor vehicle that such transport be restricted to the normal day-to-day activities in the immediate local area and such driver shall be a person with no less than one year's driving experience. In the event that the journey is longer, such as a sightseeing tour or transport to a Rotary camp, it is recommended that a third person or more be present in the motor vehicle.

These recommendations are for the benefit of the child and the driver alike.

6. RESPONSE TO AN INCIDENT OR ALLEGATION

6.1 DISTRICT PROTECTION PROTOCOL (DPP)

The DPP will be implemented immediately if concerns are raised, orally or in writing, by any individual about any alleged abuse and/or harassment of any participant in a ROP.

6.2 CRITICAL ACTION STEPS OF THE DPP

Step 1: Any concern about the safety and well-being of any person taking part in an ROP shall be reported immediately as follows:

- **REPORT THE SUSPECTED ABUSE TO FAMILIES SA: CHILD ABUSE REPORT LINE (131478)**

CHILD ABUSE REPORT LINE 13 14 78

- If the ROP is a District Managed Youth Service Program (non YEP), to the Youth Service (non YEP) Protection Officer, the appropriate District Committee Chair and the District Protection Officer.
- If the ROP is a club program, to the Club Protection Officer, the Club President and to the District Protection Officer.

(Please refer to the flow chart accompanying this policy, which is Schedule A)

Step 2: THE Club Protection Officer, or Youth Service (non YEP) Protection Officer, will as soon as possible complete a District Protection Incident Report.

(Please refer to the Report Form which is Schedule B)

Step 3: The Club Protection Officer, or Youth Service (non YEP) Protection Officer, will immediately disclose and discuss details of the allegations with the District Protection Officer to ascertain whether the reported incident is a matter of suspected abuse and/or harassment. The District Protection Officer must inform the District Governor.

Step 4: The Club Protection Officer, or Youth Service (non YEP) Protection Officer, in association with the District Protection Officer, will as soon as possible develop a clear and documented Response Plan for meeting the needs of the alleged victim for protection and support, whether abuse or harassment be suspected or not. The Response Plan will identify the need for the involvement of external agencies or services including Families SA or South Australian Police or Safe NT as appropriate.

Step 5: In the case of suspected harassment, the District Protection Officer, and/or the District Governor, may refer the matter back to the Club Protection Officer and Club President for possible resolution of the issue through counselling and/or mediation.

Step 6: In the event that abuse of a child, vulnerable adult or any other person is reasonably suspected or confirmed, the Club Protection Officer or Youth Service (non YEP) Protection Officer, in association with the District Protection Officer, and District Governor, will:

- Act to ensure the immediate safety of the child, vulnerable adult or other person;
- Ensure that the appropriate authority has informed the parents/carer/guardian of the child or vulnerable adult
- Ensure information is provided about the child or vulnerable adult's incident to his/her parents/carer/guardian and advice regarding resources for specialist trauma counselling. Last dot point omitted

Step 7: The District Protection Officer will provide support and other advice to the Club Protection Officer or Youth Service (non YEP) Protection Officer and the Club President or Youth Service Chair as required during the implementation of the Response Plan.

Step 8: The District Protection Officer will be responsible for ensuring that the District Governor is informed of both the process and the outcomes to the Response Plan as soon as practicable.

Step 9: The Club Protection Officer or Youth Service (non YEP) Protection Officer and the Club President or Youth Service Chair are responsible for continuing to ensure that ongoing support for the child, vulnerable adult or other person is provided.

7. RISK MANAGEMENT

Rotary International is recognised around the world for its many years of outstanding commitment to working with youth and vulnerable adults. There is a wide depth of Rotary programs conducted in District 9500 every year, which involve as participants children, vulnerable adults and other persons. In accordance with the duty of care that the law imposes, it is strongly recommended that all clubs undertake a risk assessment of its ROPs.

(Please refer to the attached Risk Management Form, which is Schedule C)

8. CONCLUSION

This policy is implemented for the purpose of providing, as best one reasonably can, protection from abuse and/or harassment by children, vulnerable adults and other persons participating in ROPs.

The core essence of the policy is compliance with the law. Clubs and Rotarians in the District are obliged to comply with this policy.

Compliance with the policy will minimise the risk of abuse and/or harassment occurring and also provide a system that encourages and facilitates the timely reporting of incidents.

The policy is all about:

- **Public protection;**
- **Rotarian protection; and**
- **Rotary brand protection.**

**POLICY ADOPTED AT THE MEETING OF THE MANAGEMENT
COMMITTEE OF ROTARY INTERNATIONAL DISTRICT 9500
INCORPORATED ON JUNE 19 2015**

SCHEDULE A

PROCESS FOR HANDLING REPORTS AND ALLEGATIONS OF ABUSE AND/OR HARASSMENT

A. SEXUAL ABUSE: Disclosure of complaint of suspected sexual abuse

1. District Protection Officer, Club Protection Officer, or Youth Service (non YEP) Protection Officer, must immediately report to Police – Phone 000 – Ask for the appropriate officer for your area.
2. a. If the ROP is a District Managed Youth Program (non YEP), then report without delay to the appropriate District Chair and District Protection Officer.
b. If the ROP is a club program, then report without delay to Club President and District Protection Officer.
3. District Protection Officer or Youth Programs (non YEP) Protection Officer must complete a Protection Incident Report and forward to District Protection Officer.
4. District Protection Officer must inform the District Governor.
5. Actions by District

After Police (Sexual Abuse Squad) has been contacted, District Protection Officer to ensure:

- Safety of alleged victim is preserved
- Appropriate agency or professional support is made available
- Contact with parents/carer/guardian has been made and support offered
- Alleged victim is in a safe environment
- Ensure privacy is respected

B. HARASSMENT AND/OR OTHER ABUSE: Disclosure of complaint of suspected Harassment.

1. Club/District Protection Officer or Club/District Youth SERVICE (non YEP) Protection Officer, should:
 - Listen without pre-judgment
 - Propose actions to resolve
 - Maintain confidentiality
 - Notify the Club President, Club/District Protection Officer or District/Club Youth Service Chair.
2. IF NOT RESOLVED, or alleged harassment continues, complete a Protection Incident Report and forward to District Protection Officer.
3. District Protection Officer must inform the District Governance Director and the District Governor.
4. Actions by District:
 - District Protection Officer to ensure:
 - Interviews of witnesses to be arranged
 - Due process is followed
 - Record of grievance(s) noted

IF NOT RESOLVED

- Complainant free to take own legal advice
- All parties advised
- Ensure confidentiality and privacy are maintained and respected.

CHILD ABUSE REPORT LINE 13 14 78

**SCHEDULE B
PROTECTION INCIDENT REPORT
CONFIDENTIAL**

(For recording complaints or allegations of abuse and/or harassment against a child, vulnerable adult or any other person)

DETAILS OF ALLEGED VICTIM

Name:

Estimated Age:

Male / Female:

Address:

Telephone Number:

Name and Address of Parents/ Carer/ Guardian:

DETAILS OF ALLEGED PERPETRATOR

Name:

Role/Position:

Estimated age:

Male / Female:

Address:

Telephone Number:

Relationship, if any, to Alleged Victim:

Signed:

Date:

DETAILS OF PERSON REPORTING IF NOT THE ALLEGED VICTIM

Name:

Role/Position:

Address:

Telephone Number:

Relationship, if any, to Alleged Victim:

Date of Knowledge of Alleged Incident/Conduct:

DETAILS OF ALLEGED ABUSE AND/OR HARASSMENT

Date and Time of Alleged Incident/Conduct:

Nature of Alleged Incident:

Names and Addresses of Witnesses:

RECORD OF ACTION TAKEN: Detail what action, if any, has been taken following receipt of the information.

DETAILS OF AUTHORITIES AND PERSONS CONTACTED: Record details of the date of contact, name and phone number of person contacted and the advice received, if any.

POLICE:

CHILD PROTECTION SERVICES:

ANY OTHER AUTHORITY:

PARENTS/CARER/GUARDIAN:

CLUB PRESIDENT:

DISTRICT PROTECTION OFFICER:

Report completed by (Print Name)

Dated

Signed:

Where a referral has been made to the Police or Families/SafeNT a copy of this report must be sent to that organisation as soon as possible. Keep the original for future reference.

**SCHEDULE C
RISK MANAGEMENT FORM**

- 1. Describe the activity / project being undertaken.**

- 2. Detail the people participating in the activity / project. Does it involve children, vulnerable adults and other members of the public who are non-Rotarians? Does it involve other organisations?**

- 3. If it involves children or vulnerable adults, have you confirmed that all persons involved in the project from and on behalf of your club hold current and appropriate Protection Certificates?**

- 4. Describe the potential hazards or dangers to the general public and to persons working on the project.**

- 5. Have there been prior incidents or accidents on this type of project and, if so, what occurred and what action has been taken to reduce the risk of a repeat of the incident or accident?**

- 6. What action can be taken to:**
 - a. remove or eliminate the hazard?**
 - b. isolate the source of the hazard or danger?**
 - c. reduce the likelihood of an incident occurring?**
 - d. reduce the seriousness of the incident if it does occur?**

7. **If working with another organisation have you ensured that the organisation has its own Public Liability Insurance and ensure that you obtain a copy of a certificate of currency of that insurance?**

8. **Have you ensured that you have not been requested by any other organisation to indemnify them as a third party and under no circumstances do so without clearance from the District Insurance Officer?**

ANY QUERIES OR QUESTIONS REGARDING INSURANCE COVERAGE SHOULD BE DIRECTED TO THE DISTRICT INSURANCE OFFICER.

THE DISTRICT INSURANCES SUMMARY IS ON THE DISTRICT WEBSITE IN THE GOVERNANCE SECTION.