

## APPENDIX 1

### **Rotary and Rotaract Club Child and Youth Protection Officer Role Statement – for clubs within District 9500**

A club child and youth protection officer has a critical role in ensuring that a Rotary and Rotaract Clubs remain safe spaces for young people aged under 25 years of age and ensuring that the Rotary brand is not harmed by allegations of abuse.

The role has elements of :-

- Training and building member understanding of the importance of child and youth protection within a club
- Supporting the club with specific advice and risk assessment (physical / emotional / child protection risks) of programs engaging young people under the age of 25 years of age
- Supporting the President to ensure that the club complies with district policy, state legislation and Rotary International child protection requirements
- Maintaining accurate and up to date records of members screening status
- Supporting members of a club to comply with screening policies

It is strongly recommended that the Child and Youth Protection Officer be a different person to that of the President or the Youth Services Team Leader or a member highly active in the club's youth program delivery. The goal is a degree of internal independence within the club.

#### **Line of management**

The Club and Youth Child Protection officer should have unrestricted access to and ability to report directly to the club President to ensure no missed or delayed communication.

The Club Child and Youth Protection officer should also have a authority to table a written report to the board of a Rotary / Rotaract Club should they feel that any concerns are not being addressed.

#### **Knowledge**

- Understanding of basics of Mandatory Reporting in your state or territory
- Understand Rotary International Child and Youth Protection Guidelines
- Basic understanding of child abuse and neglect, basic indicators and understand the community and individual life long impact.
- A sound knowledge of the District Child and Youth Safety policy and procedures.
- Know how to effectively manage an incident, reporting appropriately, and doing no further harm

#### **Responsibilities**

- Each year undertake the online Child Protection Webinar on Rotary.org to ensure compliance with Rotary's expectations
- Attend group / area / district functions, meetings or events held to better inform club Child and Youth Protection officers
- Maintain a rolling simple register listing every club member, partner, Friend of Rotary, casual volunteer or Honorary member which records the following

- The person's name and date of birth
- Clarity whether they are a 'Youth Program Volunteer' (requiring screening) or not
- Issue date and expiry date of a WCC (where required)
- Dates of president signing off on Rotary Volunteer Screening.
- Retain copies of documents to evidence the above and for only 'Youth Program Volunteers' send a copy of the screening document and completed Volunteer Screening signed by the President to the District Child and Youth Protection Officer
- Assist members (and prospective members) to get WCC as necessary
- Advise a member of pending expiry of WCC as appropriate
- Periodically, update the club's board of status of members (confidentially in general terms) and if necessary, bring to the attention of the President any member non-compliant with the screening requirements
- Seek the support of the President to have one club meeting per annum designated to understanding the issues of child abuse and neglect and safe environments for young people. This could be an external speaker, a local child protection staff member or a presentation delivered by the club child and youth protection officer.
- Consider youth programs offered by your club and take active steps to ensure that the risk management strategy for the event considers risks for children and youth (physical, emotional, child protection).
- Assist with any zone, district or Rotary International audits or investigations
- Assist with any insurance matters pertaining to child and youth protection.
- As required by state legislation, ensure the club has a mechanism to evidence to a parent or guardian who requests it, evidence of a Rotary members screening status.
- Other duties as the club President requires (which may include referee checks for the Volunteer Screening)

### **Endorsement**

Child and Youth Protection Officer Signature \_\_\_\_\_

Child and Youth Protection Officer Name \_\_\_\_\_

Date \_\_\_\_\_

Endorsed by President \_\_\_\_\_ Date \_\_\_\_\_