



**ROTARY INTERNATIONAL
DISTRICT 9700 Inc.**

**MANUAL AND POLICIES
For
YOUTH SERVICES PROGRAMS**

(Incorporating the District 9700 YOUTH ABUSE AND HARASSMENT PREVENTION POLICY)

**CL 1 D9700 V4
February 2015**

Note: This Policy has been devised and written by the D9700 District Youth Protection Committee and will be subject to progressive review from time to time as authorised by that Committee. The contents must not be altered, deleted or added to by Clubs within D9700 without prior reference. There is no objection to other Rotary Districts utilising, duplicating or extracting from this Policy providing due recognition is given to D9700 in acknowledgements or preface.

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This policy applies for all programs involving youth within District 9700

1. Introduction/Overview

Rotary has many wonderful programs designed to assist our youth, many of whom are destined to become future community leaders and some to fill important positions in Australia and overseas.

District 9700 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.

The development and acceptance of this Policy by Rotary District 9700 is essential for the effective protection of Rotarians, their families and other volunteers as well as for participants in Rotary programs and activities.

The Rotary District 9700 Youth Abuse & Harassment Prevention Policy ('this Policy') represents a clear statement about the way in which all Rotarians give effect to their commitment to the wellbeing of young people and all persons who participate in Rotary sponsored programs. The Policy sets out an integrated set of principles and strategies aimed at safeguarding young people.

Overriding this D9700 Policy is the New South Wales, Child Protection (Working with Children) Act 2012 No.51

RI Policy prohibits any person who has admitted to, been convicted of or otherwise been found to have engaged in abuse or harassment from working with youth in a Rotary context. If the police have thoroughly investigated a claim, they will advise Rotary of the accused's guilt or innocence. In instances where the police decide not to thoroughly investigate a claim, perhaps through lack of evidence or because it is deemed not sufficiently serious, the Rotary District 9700 Youth Protection Officer/Committee is required to make a thorough investigation enlisting the help of an experienced professional child protection expert if there is no such person on the committee.

If the result from the police or the District Youth Protection Officer/Committee is inconclusive, District 9700 policy requires, for the protection of both the accused and the student, the accused will be prohibited from any direct involvement with youth in a Rotary context. 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.

All District 9700 Clubs must adhere to the Rotary International requirement that any Rotary "Registered Volunteer" or "Responsible Adult" who had admitted to, been convicted of, or otherwise found to have engaged in abuse or harassment have their membership terminated.

For further requirements and guidance on these matters refer to Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines and the RI "Abuse and Harassment Training Manual and Leaders Guide" page 10.

This document continues to be under development and any constructive comments should be forwarded to Youth Service Director PDG Fred Loneragan: fredloneragan@bigpond.com and District Youth Protection Officer Brenden McKay: brendenmckay@hotmail.com for consideration. These Policy and Procedures are to be used as the basis for managing Youth Protection at Club level within District 9700 Inc.

THE FOLLOWING ARE MINIMUM REQUIREMENTS. ALL ROTARY INVOLVEMENT WITH YOUTH IS SUBJECT TO STATE LAWS WHICH MUST IN ADDITION BE COMPLIED WITH IF NOT COVERED IN ROTARY PROGRAM POLICIES.

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

The above Statement has subsequently been adopted by Rotary International District 9700 Inc.

This District seeks to meet these obligations in connection with all activities conducted within the District, especially within the various Rotary Youth Programs.

Structure:

All youth programs require authorisation to be recognised as Rotary activities.

All programs will be conducted under the incorporated structure of Rotary International District 9700 Inc and will conform to the standards and policies adopted by the District and by RI.

District 9700 will maintain suitable insurance policy protection for the range of activities undertaken. Where appropriate the particular program may require the participating youths to undertake specific risk insurance.

Purpose:

Clubs and District Committees participating in or conducting District Youth programs must show a clear commitment to the safety and wellbeing of their students. To this end District 9700 requires Clubs and Committees involved in various programs to commit to, and comply with District 9700 policies and processes.

In acting to protect the students, Clubs and Committees are also acting to protect the reputation of Rotary International and also to minimise risk of allegations against Club or Committee members.

Many of the District policy and process requirements are also a requirement of Rotary International as well as State Legislation and the District's participation in those youth programs is conditional on compliance with their measures. The Rotary International Audit Team will from time to time conduct compliance audits by both desk audits and with visits to Districts and Clubs. Clubs will need to be able to demonstrate compliance through the maintenance of records using the appropriate documentation.

Responsibilities:

The District Governor is responsible for monitoring the ways in which the obligations are undertaken throughout the District. These duties may be delegated by the District Governor from time to time.

The Main Duties of the District Committees Responsible for these Programs are:

- Organising the event or program or organising the participation of young people involved where the event is run by others
- Ensuring whether Rotary or others run the event or program, all reasonable steps have been taken to keep the participants safe
- If another organisation runs an event or program where Rotary is involved in selecting participants or in another peripheral role, Rotary must satisfy itself the organisation is qualified, able and dedicated to looking after the participants
- The careful selection of young people for the program where this is applicable
- Ensuring, in conjunction with the District Youth Protection Officer or Committee, that adequate training has been given to:
 - the participants
 - their leaders
 - any people a participant may be likely to approach if seriously harassed or abused
- When applicable preparing a list of contacts to be given to participants to inform them whom to approach in instances of sexual, physical or psychological harassment or abuse or other serious problems.
- Circularising any people whom they feel a student is likely to approach if sexually, physically or emotionally harassed or abused with copies of Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- At the completion of an event run by Rotary, organising a debriefing to be held during which the organisers can endeavour to ascertain if participants have had concerns of sexual, physical or emotional misconduct. This debriefing should also endeavour to establish if a participant has been sexually, physically or emotionally harassed or abused.
- In an instance where sexual, physical or emotional harassment or abuse has occurred or is suspected, the matter is to be handled in accordance with Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- To direct all nominees wishing to assist in the program either as committee or as leaders to complete the declaration form CL-4 and then to screen them as "Responsible Adults"
- To see if any Rotarians or people assisting Rotary who may act as leaders could be in a situation where they may be on their own with a young person such that there is an opportunity for abuse to occur. If there are any such people, the district committee must ensure these leaders fill out the application form CL-4 to be screened as "Registered Volunteers"
- To be the body which screens other Rotarians and non-Rotarians involved in a Rotary youth program either as "Responsible Adults" or as "Registered Volunteers" in accordance with the requirements outlined above
- Completing the CL-7 declaration form and forwarding it to the District Youth Protection Officer or Committee
- Ensuring the chair irrespective of his or her direct involvement with young people be screened as a "Registered Volunteer" by the district protection committee
- Maintaining a register of and verifying the WWC numbers of "Registered Volunteers" and their expiry dates in Rotary Youth Programs, in accordance with NSW Child Protection legislation
- Maintaining the district committee at an appropriate number of suitably qualified members by the Introduction of new members as others retire. The District Governor will nominate Rotarians or approve the nomination of Rotarians whom the committee selects

The Main Duties of the Participating Rotary Clubs in any Programs are:

- The careful selection and/or sponsorship of young people for the program where this is applicable
- Where applicable the guidance of these young people prior to the event
- Monitoring the benefits the program has rendered these young people by, for example, having them speak at a Club meeting after the event has concluded
- Where applicable giving participants a list of people he/she may approach for help or assistance in instances of sexual, physical or emotional harassment or abuse or other serious problems
- When a Rotary Club is carrying out any of the organisation of an event or program which in other programs or events would be done by a District Committee, the Rotary Club is to assume the responsibilities as applicable to the District committee.

2. Appointment of Officers or Committees

To ensure that Rotary District 9700 fulfils its responsibility in caring for young persons involved in programs or activities that it conducts, and that this care be done in a manner such that the safety of the participant(s) is protected as far as is reasonably possible. The appointment of the following Officer or Committee positions will be made by Rotary District 9700, the District Committees overseeing Youth Programs within Rotary District 9700 and each of the Clubs within Rotary District 9700.

Appointment of District Youth Protection Officer or Committee (DYPO)

Rotary District 9700 will appoint a DYPO or Committee who reports to the District Governor. The DYPO or Committee has overall responsibility for the implementation and regular review of this policy.

The DYPO or Committee has suitable relevant skills and experience in a professional capacity or as an experienced Rotarian/Rotarians. The District Youth Protection Officer or Committee members should normally hold office for not less than two years.

The Main Duties of the District Youth Protection Officer or Committee are –

- Communicating regularly with all Clubs about this Policy
- Ensuring any incidents of sexual, physical or emotional harassment or abuse that are reported are correctly dealt with in accordance with Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- Ensuring that all established procedures for responding to the concerns of abuse or harassment by a Youth/Student in Rotary youth programs are followed appropriately
- Arranging an independent qualified non-Rotary counsellor as needed for any student who has been sexually, physically or emotionally harassed or abused
- Investigating all allegations of sexual, physical or emotional abuse or harassment not investigated by the police. This investigation will, as needed, involve the advice and assistance of outside experts in this field
- Reporting all allegations of sexual, physical or emotional harassment or abuse to the District Governor, Rotary International through the Parramatta manager and the appropriate district committee (see Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines for more detail relating to handling allegations).
- Providing Training or confirming that training is carried out in accordance with RI "Abuse and Harassment Prevention Training Manual and Leaders Guide" and the ongoing resourcing for all Club Youth Protection Officers and Program Youth Protection Officers about implementation of the Policy
- Assessing Chairpersons of district committees of Rotary youth programs as "Registered Volunteers"
- Ensuring that the Policy is reviewed from time to time.
- Advising on the application of the NSW Child Protection (Working with Children) Act 2012 No.51
- Checking, through the receipt of CL-7 forms, overseeing the implementation of and that district committees and Clubs involved in Rotary youth programs have agreed to conform with the requirements of "*Rotary International District 9700 Inc. Manual and Policies for Youth Services Programs (Incorporating the District 9700 Youth Abuse and Harassment Prevention Policy) - October 2014*"

Appointment of Program Youth Protection Officer (PYPO)

Each District Youth Program that operates within Rotary District 9700, will appoint a person to act as the Program Youth Protection Officer who will report directly to the applicable District Program Chairperson.

The Program Youth Protection Officer is an ongoing position within each of these District Program Committees and will have the responsibility at program level to ensure that this policy is implemented effectively, as well as managing the application of this Policy, in conjunction with D9700 Rotary Clubs that are participating in the particular District Youth Program that the Committee they represent is conducting.

In the absence of an appointment the Program Chairperson will act as the Program Youth Protection Officer. In this Policy each Program Youth Protection Officer has the same responsibilities and complementary to that of Club Youth Protection Officer and this Policy should be read accordingly.

The Main Duties of the Program Protection Officer are:

- Implementation of this Policy into the District Youth Program to which they are associated with and responsible for
- Assist the Committee to identify any “risks” in relation to Youth Abuse and Harassment Prevention associated with the District Youth Program that they are responsible for
- Assist in program planning, and in conjunction with Club Youth Protection Officers (CYPO's) identify the suitability of Rotarians, families of Rotarians, and other volunteers who will be engaged with Youths/Students in conducting the Program they are responsible for
- Implement the D9700 Volunteer screening process. Co-operate with CYPO's to implement the Volunteer screening process for all Rotarians and others, who plan to have access to participants in the Program they are responsible for.
- Create and introduce awareness and knowledge building training for all Committee Rotarians and associated others, of the aim and requirements of the D9700 Youth Abuse and Harassment Prevention Policy.
- Liaise with relevant CYPO's related to the District Youth Program they are responsible for, to ensure the appropriate screening processes have been completed. Request detailed written confirmation that Protection Policy requirements have been met.
- Ensure that all participants, and parents or carers as appropriate associated with the District Youth Program they are responsible for, have access to Youth Abuse and Harassment Prevention information contained within this Policy
- Maintaining a confidential register of and verifying the WWC numbers of “Registered Volunteers” and their expiry dates in Rotary Youth Programs, in accordance with NSW Child Protection legislation
- Ensuring any incidents of sexual, physical or emotional harassment or abuse that are reported are correctly dealt with in accordance with Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- Ensuring that all established procedures for responding to the concerns of abuse or harassment by a Youth/Student in Rotary youth programs are followed appropriately
- Establish and maintain effective liaison with the Club Youth Protection Officers with respect to the District Youth Program they represent and with the District Youth Protection Officer
- Ensure that the Committee Chairperson is aware of all relevant matters concerning Youth Abuse and Harassment Prevention; and
- Reports only to the Chairman of the District Youth Program that they are responsible for.

Appointment of Club Youth Protection Officer (CYPO)

To ensure the Club, if involved in a youth program, fulfils its responsibility in caring for the young person or persons with whom it is involved. This care must be done in a manner such that the safety of the participant(s) is protected as far as is reasonably possible.

The position of Club Protection Officer is recommended within Clubs in District 9700 Inc. This position would assist the Club President in meeting these obligations and be responsible at a Club level to ensure that this Policy and the New South Wales, Child Protection (Working with Children) Act 2012 No.51 is implemented. The role would be related to the Risk Management roles in the Club Administration Directorate. Where a Club does not establish this position any responsibilities designated by District to the Club Protection Officer position would remain the direct responsibility of the Club President.

The role of CYPO is an ongoing position in a Rotary Club for the specific purpose of implementing and managing the application of this policy and is appointed by the Club President.

The Main Duties of the Club Youth Protection Officer are:

- Implementing the D9700 Youth Abuse and Harassment Prevention Policy into his/her Rotary Club.
- Assist the Board to identify any "risks" in relation to Youth Abuse and Harassment Prevention associated with Club activities.
- Assist to identify the suitability of Rotarians, families of Rotarians, and other volunteers who will be engaged in Rotary activities that involve children and young people.
- Implement the D9700 Volunteer screening process for all Rotarians and others, who plan to be engaged in Rotary activities that involve children and young people.
- Ensure the implementation of the WWC assessment and verification process, as determined by State legislation, and encourage Club Volunteers observe these requirements.
- Maintaining a confidential register of and verifying the WWC numbers of Club Volunteers and their expiry dates, who plan to be engaged in Rotary activities that involve children and young people, in accordance with NSW Child Protection legislation.
- Create and introduce awareness and knowledge building training for all Club members and associated others, of the aim and requirements of the D9700 Youth Abuse and Harassment Prevention Policy and of NSW Child Protection legislation.
- Forward any advice from the DYPO to the Club President.
- Ensure that all participants, and parents or carers as appropriate associated with Rotary activities that involve children and young people, have access to Youth Abuse and Harassment Prevention information contained within this Policy. This activity is in conjunction with Program Youth Protection Officers for District Youth Programs
- Ensuring any incidents of sexual, physical or emotional harassment or abuse that are reported are correctly dealt with in accordance with Appendix 1 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- Ensuring that all established procedures for responding to the concerns of abuse or harassment by a Youth/Student in Rotary youth programs are followed appropriately.
- Establish and maintain effective liaison with the Program Youth Protection Officers with respect to D9700 District Youth Programs in which his/her Club is involved.
- Establish and maintain effective liaison with the District Youth Protection Officer.
- Ensure that the Club President is aware of all relevant matters concerning Youth Abuse and Harassment Prevention.
- Ensure that all volunteers have complied with the screening processes as outlined within this policy.
- Ensure that all Rotarians and volunteers selected for participation in a Rotary activity that involves children and young people have been invited by the Club Board to participate; and
- Reports to the President of his/her Club.

3. Checklist

This checklist guide aims to assist Clubs in their management of Youth Protection but is not exhaustive and must be used in conjunction with the Policies and Procedures it is drawn from.

- Has President completed Leadership training (CL 1)? Date:
- Have Club members completed awareness training (CL 1)? Date:
- Has Club Protection Officer (or President if no Club Protection Officer) completed Leadership training (CL 1)? Date:
- Has Youth Program Officer/Director completed Leadership training (CL 1)? Date:
- Has Form CL4 been completed for :
 - President
 - Youth Program Officer/Director
 - Club Youth Counsellors
 - Host Family members 18 years or older.
- Has Club Protection Officer:
 - Completed Form CL2 (Host Family Members) and/or Form CL3 (Registered Volunteer) checklists
 - Submitted to District Committee the Form CL 5 for any Inbound Exchange Students
 - Submitted to District Committee the Form CL 6 for any Outbound Exchange Students
 - Submitted to District Committee the Form CL 7 by 31st March annually
 - Suitably secured current documentation and destroyed obsolete documentation (CL 1 – 5)
 - Advised District Protection Officer of additions and deletions to the Register of Registered Volunteers and also the Register of Responsible Adults (CL1 – 4)?

4. Definitions

Registered Volunteer

Any adult, male or female, Rotarian or non-Rotarian involved with Rotary Youth Program activities that has direct interactions, either supervised or unsupervised, with youths/students. Volunteers include, among others: Club and district Youth Exchange officers and committee members; Rotarian counsellors; Rotarians and non-Rotarians and their spouses and partners who host youths/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. This person will have been police checked or formally reference checked in accordance with New South Wales legislation.

Responsible Adult¹

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/exchange student.

This person shall be in a position to offer the youth/student an educational, cultural or recreational experience. This person will not have been police checked or formally reference checked because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur.

The youth/student's host family and/or Club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

¹ It is realised that nothing Rotary or anyone does can guarantee the complete safety of our applicants and participants in Rotary youth programs. We have introduced the classification of "Responsible Adult" to offer the maximum possible protection while still maintaining a degree of flexibility in using people to assist as leaders in programs. This will ensure in situations of very low risk all leaders have filled out a declaration form and been assessed and approved.

Youth/Student

Young people of both sexes up to the age of 25 years either under or over the age of majority (in most Australian states and territories this is 18 years). Irrespective of the age of any youth involved in a Rotary program, Rotary is committed to doing everything reasonably possible to protect all applicants and participants.

Note: In the eyes of the law different criteria apply to some forms of sexual molestation depending on whether the victim is under or over the age of majority.

Young Person

This definition is synonymous with the definition of youth.

Applicant

A young person who has applied to join a short Rotary youth program but who as yet has not been accepted.

These people are entitled to the same protection as those who are accepted into a short Rotary youth program.

Participant

Is an applicant who is now involved in or is in the six-month period following the completion of a Rotary youth program. Should a participant be involved in a sexual harassment or abuse incident, they shall continue to be classified as a participant until such time as all matters relating to the incident are resolved.

Leader

A Rotarian on a district committee who assists in the organisation of Rotary youth programs. A Rotarian or non-Rotarian who has been selected to guide and look after a group of applicants or participants in a Rotary youth program.

A leader is a person who must have been classified as either a “**Responsible Adult**” or a “**Registered Volunteer**”.

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 gender. This includes non-touching offences, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual Harassment

Sexual advances, requests for sexual 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 a young 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
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

Emotional Harassment

Emotional harassment is any action or comment which unreasonably disturbs the youth/student. This includes but is not limited to repeated comments about a youth/student's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they were directed.

Physical Abuse

Physical abuse is any physical harm inflicted on a youth/student and includes but is not limited to:

- Providing insufficient nourishment for the youth/student
- Depriving the youth/student of a reasonable amount of sleep
- Requiring the youth/student to do an unreasonable amount of work
- Inflicting physical pain on the youth/student

Abuse & Harassment

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

Travel

Travel refers to Youth Exchange students' movements away from their usual hosted address. All travel which is more than overnight, away from their usual address and outside the immediate area of the community, must be approved and authorised by all parties upon the completion of the relative "Travel Request Form". Interstate or overseas travel always requires authorisation by the District Chair.

This definition excludes normal day to day local activities in accordance with inter district agreements.

Transportation

Refers to the conveyance of youths/students by private transport. It is important to recognise that the following guideline is given to assist Rotary Clubs and volunteers when a youth/student is being transported in a vehicle with the driver only, and common sense should be applied in all circumstances. It should be understood that these guidelines are to the benefit of both youth/student and driver alike.

This definition excludes normal day to day local activities.

It is recommended practice that in the circumstances where there is just youth/student and driver only in a vehicle, that such transport is restricted to the immediate area of the community, and such person shall be an approved driver with no less than one year's driving experience.

In the event that the journey is a tour, sightseeing or the like, it is recommended that a third person or more be present.

5. The Law and Insurance

FOR ROTARY YOUTH EXCHANGE STUDENTS ONLY

District 9700 is incorporated and as a result the District Youth Exchange Committee conforms with the appropriate Incorporations Act of the state of New South Wales, Australia.

- All Rotary Clubs having exchange students are to be incorporated under the appropriate Australian State Incorporations Acts
- All Rotary youth programs conducted within RI District 9700 are subject to the law of the state of New South Wales and will in cases of conflict override any Rotary rules and must be adhered to
- All Australian Youth Exchange District Committees participate in the Australian long term Rotary YEP Travel Insurance Program, with the following Summary of Benefits. Short Term RANZE students are covered for the same amounts but by the Australian Rotary insurance policy. This insurance covers them for a maximum of 90 days from the time they leave Australia until arriving back in the country.

A. Capital Benefits

1. Accidental Death	\$ 100,000
2. Permanent and incurable paralysis of all limbs	\$ 200,000
3. Loss of sight in one or both eyes or hearing in one or both ears	\$ 200,000
4. Loss of both feet or the whole of one foot or one hand	\$ 200,000
5. Student Tutorial Costs (maximum benefit period 26 weeks subject to a 7 Day Excess)	\$ 150 per week

B. Travel

Kidnap & Extortion	\$ 500,000
Hijack and Detention	\$ 200 per day (30 Days Maximum, Legal Costs \$10,000)
Overseas Medical & Additional Expenses	Unlimited
Cancellation/Curtailment Expenses	Unlimited
Missed Transport Connection	\$ 5,000
Political & Natural Disaster Evacuation	\$ 50,000
Resumption of Assignment	\$ 10,000
ACE Assistance	Unlimited
Loss of Deposits	\$ 10,000
Baggage/Personal Property/Travel Documents (Excess: \$250 each and every claim)	\$ 10,000 (\$3,000 limit - any one Item)
Electronic Equipment (Excess: \$250)	\$ 10,000
Deprivation of Baggage	\$ 1,000
Money/Travel Documents	\$ 2,000
Personal Liability (Excess: \$250 each and every claim)	\$ 10,000,000
Trauma Counselling Benefit (following witness of a criminal act)	\$ 5,000 per event

An incoming exchange student is required, before being accepted in the Australian Rotary Youth Exchange program, to provide evidence they have insurance organised in their own country that is equivalent to the Australian Policy cover.

In the event that suitable/compliant Travel Insurance is not available from the student's home country, an incoming student may procure the Australian Youth Exchange Insurance.

FOR ROTARY PROGRAMS – OTHER THAN YOUTH EXCHANGE

Rotary Districts of Australia have liability insurance provided under the National Australian Rotary Public Liability Insurance policy with an indemnity limit of \$50,000,000. The National Australian Rotary Public Liability Policy is extended to include claims arising from molestation with an indemnity limit of \$2,000,000 and a deductible (excess) of \$20,000.

Young people participating in short Rotary youth programs are covered under the Rotary District insurance policy. It is essential therefore that those Rotarians responsible for these programs ensure the programs comply in all respects with insurance policy requirements.

6. Volunteer Selection and Screening

District 9700 shall maintain a register of Volunteer Declarations and Police checks, waivers and screening for adults working with minors for 5 years in keeping with Australian privacy laws.

All volunteers interested in participating in District 9700 Youth Programs must meet the following requirements:

- All Rotarians and non-Rotarians nominated or applying for a leader's position must fill out form CL-4 depending upon their roles in the program as defined in Section 4 to enable them to be assessed as suitable to be either a "Responsible Adult" or a "Registered Volunteer". These completed forms are to be given to the District Governor or the relevant district Rotary youth program committee where the applicant will be a "leader".
- The potential committee member/leader shall be assessed by the District Governor or members of the relevant Rotary youth committee to ascertain they are suitable to be a "Responsible Adult" on the basis of the guides in CL-3
 - A personal interview
 - The information in their completed CL-4 form
 - Any other means the District Governor or members of the relevant Rotary youth committee deems necessary.
- Should the potential committee member/leader be required to be assessed as a "Registered Volunteer" the Rotarians carrying out the assessment shall in addition to assessing the applicant as a "Responsible Adult" carry out the following additional checks as per the guidelines in CL-3
 - Assess the data given on the CL-4 form
 - Ensure a Club President/Club Protection officer has sighted and verified the applicant's Working With Children Check in accordance with State legislation, confirming the applicant has not been convicted of a crime against a child or young person and is not the subject of an existing court order preventing them from being with or within a certain distance of another person because of behaviour which the court deems to be of a threatening or disturbing nature
 - Carry out a phone interview with three of the referees listed on the applicant's CL-4 form. If given, two of the referees checked are to be the person's employer and a senior person in a youth organisation where the person has assisted
 - Make an overall assessment of the suitability of the person to act in the capacity of a "Registered Volunteer" on the basis of all of the above
 - 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 abuse or harassment from working with youth in a Rotary context. If an individual is accused of 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 policies for youth programs.

The Procedure for Obtaining a NSW Working With Children (WWC) Check.

- In the case of a person becoming a “Registered Volunteer” they must comply with the following in addition to filling out a CL-4 form and being reference checked:
- New South Wales Legislation requires anyone working with children in a voluntary capacity who Rotary would classify as a “Registered Volunteer” to apply for their own check performed on-line once every five years.
- A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.
- The result of a Working With Children Check is either a clearance to work with children, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.
- The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.
- Employers (i.e. Clubs and District Youth Program Committees) will verify a child-related worker's or volunteer's clearance number. There can only be two results for a Working With Children Check – a clearance or a bar. People with a bar may not work or volunteer in child-related roles.

The process for obtaining a NSW Working With Children (WWC) Check, is as follows:

- Visit the website <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> and click on the “Start Here” button on the right hand side of the screen
- Click on the button that says “Apply for your check”
- Fill in the information requested in the form, taking note of the following:
 - Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency
 - In the “Purpose for Check” section of the form, please select “Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent” as any other category selected will require payment for the check to be performed. The check is free for Volunteers.
 - In the section “Child-related sector”, please select “Clubs or other bodies providing services to children”
- Click the Consent and Declaration Check boxes and enter the Security number and then click “Submit”.
- The system will provide you with an “APP” number, record this number.
- Take your “APP” number and your proof of identity documents as you outlined on the on-line form you completed, together to your nearest NSW RMS Motor Registry to verify your identity and begin the process of your application.

Within a number of weeks an email will be sent to the email address provided (Check your “Junk” email box regularly also, please!) informing you of the result of the criminal history check performed and whether you have received a clearance or a bar to work with children. This email will also provide you with your Working With Children (WWC) Number. This number must be provided so that it may be verified by each organisation or District Youth Program Committee you choose to volunteer for, or Rotary activities that involve children and young people. This number along with the sighting of proof of identity or a Certified Copy of your proof of identity documents is required in order to complete your CL-4 Form.

(For Rotarians or other volunteers that do not have internet and email access, please ask a fellow Club member, most likely your Club Youth Protection Officer, that does have access to print out a copy of the on-line form, fill out the details, give the form back to the member or CYPO, have them do the on-line application on your behalf, they in turn will provide you with the “APP” number generated, present that along with your proof of identity documents as above. The email notifying you of your WWC number should be sent to their email address, of which the member or CYPO should print off and provide to you when it does.)

Host Family Selection:

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 students. (CL-2)
- 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 accommodation (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's wellbeing
- 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.
- Single parent hosting is not generally recommended however should be determined on the particular circumstances.

A Club must have or feel that it can obtain suitable caring host families. These families need to be:

- preferably a minimum of three and a maximum of five families with their hosting times divided somewhat evenly over the year;
- preferably a mix of Rotary and non-Rotary families;
- volunteers whose motivation for hosting is consistent with Rotary's ideals of promoting international understanding through cultural exchange.

This is achieved by the appointment of two suitable Rotarians or a Rotarian and partner to visit and talk with potential host families in their homes. It is preferable one delegate is a female. One may, but need not, be a student counsellor or the Chairman of the committee administering Youth Exchange in the Club. These delegates should, in a warm and friendly manner:

- explain the obligations, rules and procedures relating to hosting a Youth Exchange student
- be observant and assess the suitability of the family as a host family. Their suitability needs to include factors such as:
 - assessment of the level of commitment they will make to the student's welfare and happiness
 - their financial ability to properly care for the student
 - their willingness to include the student as a family member rather than as a guest
 - evidence of their aptitude to ensure that the student adheres to Rotary and family rules
 - evidence that they will assess the suitability of other families with whom their student wishes to stay, ensuring they meet the requirements of a "Responsible Adult"; e.g. the family of a school friend
- ask to look at the host family residence, particularly the bedroom and the bathroom the student will be using to assess their suitability. Students should be allocated their own bedroom. Where this is not possible, the student may be permitted to share a bedroom with someone of the same sex provided everything else about the host family is ideal, the student does not object and is offered a reasonable degree of privacy. Advise the family of any necessary changes, e.g. a lock on the bathroom door, a chance to give the student more privacy to study, etc.
- explain that should a student disclose sexual harassment or abuse, Rotary International "Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines" show the procedure which must be followed. Give them a copy of the document CL 8 and go through it with them. Also point out that under Australian State and Territory laws there is a legal obligation to report all suspected cases of sexual abuse and serious harassment to the police.

If, after fully understanding their obligations, ask, "Would you be willing to host a student"? If the answer is yes, provide a CL-4 Form and have Working With Children Checks completed by each family member over the age of 18. Explain the forms as necessary and point out that, before nominating a referee, that person must agree to being contacted by a Rotary Youth Exchange representative.

The same degree of investigation into an experienced and successful host family will not be required as with a new family. Nevertheless it is important to confirm all host families are up to date with the latest regulations.

Once a student is in residence in a home it is part of a Counsellor's role to visit the student in her/his home occasionally (sometimes unannounced) to see that everything is still in order. These visits can be when the Counsellor picks up the student for an outing.

Club Counsellors

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

- Counsellors must not be a member of the student's host family.
- Counsellors must be trained in responding to a variety of problems or concerns that may arise during the exchange, including instances of abuse or harassment. (CL-8)

Club Outbound Counsellor

The Club Youth Committee interview suitable candidates for this role using the CL 3 Form - "Volunteer Screening Report". The applicant must meet the standard of not less than "suitable" in the CL 3 Form process and have the qualities and characteristics identified as required in the CL-4 Form for Club Counsellor Outbound. The successful counsellor must be:

- able to assist the selected student to fill in the International Application form and prepare for the District Interview
- prepared if required by the District to accompany the student and the student's parents or guardians to the District Interview
- able to invite the student to several Rotary Club meetings before their departure for overseas and at one of these meetings have the student address the Club. Most Clubs have the student give the introductory talk they will give to their overseas Club
- committed to keep in touch with the student before they depart and assist them as needed with any visa paperwork, and to get to know them well and become a friend
- able to keep in regular contact with the student while overseas and let the Club know what the student is doing and how they are progressing
- prepared to personally debrief the student and help with any problems of readjustment after their return
- familiar with and able to implement if necessary CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines

Club Inbound Counsellor Selection

The Club Youth Committee interview suitable candidates for this role using the CL 3 Form - "Volunteer Screening Report". Following the selection of a potential Counsellor(s), two suitable Club members are appointed (one may be, but need not be, the Chairman and the second a member of the committee administering Youth Exchange in the Club) to visit and talk with the candidate(s). If the candidate(s) are assessed as suitable and after fully understanding their duties and responsibilities are prepared to be a Counsellor(s) provide them with a CL 4 form and have Working With Children Checks completed. Explain the forms and point out before nominating a referee they must check with that person to confirm the person will be happy to be phoned by Rotary for a reference.

Ensure the Club's inbound student Counsellor is a person who (if there are two people involved in counselling the following requirements apply to both)

- has a rapport with young people and is committed to the student's well being and happiness but also a person able to ensure, in a non-confrontational manner, that the student and host families abide by the Rotary rules and the student fulfils their obligations as a family and school member
- is of the same sex as the student or alternatively that the counsellor's partner will act in the capacity of counsellor or that another member of the Rotary Club of the same sex as the student will be appointed as an assistant counsellor
- is not a member of one of the student's host families (if a counsellor is to host a student an alternate Counsellor must be appointed for the duration of the hosting);
- is able to be totally impartial in a dispute between the student and the host family
- is not the Club President, Youth Exchange Program Chair, the principal or the teacher responsible for the student in the school the student attends
- is prepared to greet the student on arrival and organise their settling in, school enrolment and in particular:
 - arrange the students Emergency Fund as directed by District Committee
 - organise safe-keeping for the student's passport and airline tickets (after taking copies) as directed by District Committee
 - discourage the student from phoning home too frequently
- who has the time and commitment to talk with the student frequently and facilitates the student's involvement with the Rotary Club
- is prepared to take whatever steps are necessary to ensure the student is protected and treated kindly and fairly
- is prepared to undertake the required District training sessions
- is familiar with and able to implement if necessary Appendix 1 - CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines.

Interview Outcomes

At the conclusion of all interviews whether they be for student counsellors, host families or other volunteers, the same two delegates who conducted the interviews should use a CL-2 "Host Family Screening Report" Form or CL-3 "Volunteer Counsellor Screening Report" Form and decide whether the candidate(s) on the basis of information learned during the visit is a suitable person(s) to be involved with their Club's exchange student.

If so the delegates should:

- phone and check 3 of the references preferably in this order:
 - the employer who has known the applicant for the longest period of time during the last five years (if available)
 - any youth organisation where the candidate worked or volunteered (if applicable)
 - one of the personal references provided by each candidate
- The responses are to be noted on the matrix on the reverse of the CL 2 Form or CL3 Form. If there is any doubt as to the suitability of the person to be selected after the above three people have been contacted, all of the remaining referees including all employers should be contacted
- After reflecting on the various references, complete all but Prohibited Employment Declaration information on the CL 2 Form or CL 3 Form and if now fully satisfied with all candidates, tentatively approve them for their selected duty
- After receiving and verifying Working With Children Check certification information on the CL Form 2 or CL 3Form. Notify the candidate(s) of their acceptance noting this on the forms also

Maintenance of Information

In conformity with Australian privacy laws and the Australian District Exchange Privacy Policy, information collected by the District Youth Program Committees and the District Youth Protection Officer shall be kept as follows:

- When a CL 2 Form, CL 3 Form or CL 4 Form is completed it remains current while the host family or volunteers continue to be involved in Youth Programs. This may be for one year or for a second or more consecutive years. The forms should be destroyed five years after the final year of their involvement in the program. The Working With Children Check documentation must be updated for new participants annually, and for all records held prior to the expiry date of the relevant clearance.
- Copies of all CL 5, CL 6, & CL 7 Forms are to be destroyed by the Club annually at the conclusion of the Rotary year to which they apply.
- The District will keep their copies of these documents for five years.

Forms are to be kept in a secure place, accessible only to the Club officers involved in their preparation or who are required to monitor or act upon them.

District 9700 shall maintain a register of Volunteer Declarations and Working With Children checks, waivers, and screening for adults working with minors for 5 years in keeping with Australian privacy laws.

7. Youth/Student Selection and Screening

Youths/students applying for Rotary youth programs must meet the requirements as determined by the relevant program committee. **All applicants must agree to be bound by the Rotary rules of any program they apply for.**

- All participants must agree to abide by the directions of their leaders.
- All applicants must agree, if successful, to attend any briefing organised before or at the beginning of a short Rotary youth program outlining the rules and other requirements of the program.
- Any participant found to have sexually abused another participant in the program will be immediately removed from the program and will be subject to the full weight of the law in the State in which the abuse occurred. If the offence is deemed by the police not to be a breach of the law, the matter will be investigated by the District Protection Officer or Committee.
- All short Rotary youth programs will organise either before or at the beginning of a program a briefing for all participants covering "abuse and harassment prevention" and what to do should it occur. Their briefings shall be based on the information and procedures in the CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines

Rotary Youth Exchange Program

The Club should be prepared to carefully interview and select any potential students to go overseas. This procedure should include ensuring all applicants have completed a District Application form which should require information about:

- the student's schooling level and achievements
- any other sporting and community achievements
- the student's age
- the countries where the student would prefer to be hosted
- any countries where the student would prefer not to be placed
- the student's parents' or guardians' details

All students interested in participating in the District 9700 Youth Exchange program must meet the following selection and screening requirements, in addition to those listed above:

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

Parents or legal guardians of students interested in participating in the District 9700 Youth Exchange program must be interviewed using either a panel from the Rotary Club or a panel drawn from a group of Rotary Clubs in the local area, all of whom are looking to select a student. Ensure that not only does the student really want to go on exchange and has the ability to do so, but that the parents or guardians are enthusiastic about the student's going and can afford the cost. Questions need to be carefully structured to ensure all participants answer truthfully, to determine the student's suitability for participation in the program.

8. Training

The most effective strategy for preventing child abuse is to create a culture of awareness amongst all Rotarians, that promote understanding about how to identify and respond to children and young people involved in Rotary organised activities, who have experienced or are at risk of experiencing abuse.

All Rotarians should be provided with general awareness training to ensure they are aware of the Rotary International and District policies and to have an understanding of how they should interact with youth generally and how they should respond if a student makes them aware of any situation which may constitute abuse or harassment.

They should be aware that membership is to be terminated where any member admits to, or is convicted of, or is otherwise found to have engaged in sexual abuse or harassment, as well as understand what prerequisites exists to be involved in Rotary District Youth Programs as prescribed by this Policy and State Legislation. This training is conducted under arrangements established by the District Governor through the District Trainer with guidance from the District Youth Protection Officer/Committee and will include Abuse and Harassment Prevention Training.

Specifically, District 9700 will:

- Adapt the Abuse and Harassment Prevention Training Manual and Leader's 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 Rotary youth program, volunteer position, and training methods to be used.
- Conduct specialised training sessions on the Rotary Youth Exchange Program for:
 - District Governor
 - Assistant Governors
 - District Youth Exchange Committee members
 - Club Youth Exchange Committee
 - Club Counsellors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)
 - 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.

Registered Volunteer Support

All registered Volunteers are to be provided with a contact list of Club Officers and District Committee contacts who can provide advice and support on general and specific issues they may encounter. They are to be provided with a copy of the CL-8 Form - Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines and other material to assist them to effectively undertake their responsibilities.

9. Allegation Reporting Guidelines & Incident Management

Significant incidents may arise from time to time. These will be classified as either Abuse and/or Harassment incidents, Trauma incidents or Third party incidents.

District 9700 is committed to protecting the safety and wellbeing of Youth Exchange students and participants in other Rotary Youth Programs and will not tolerate abuse or harassment.

When there is an allegation relating to abuse or harassment made by a youth or young person involved in a Rotary D9700 organised activity:

- All allegations of abuse or harassment will be taken seriously.
- Abuse and Harassment allegations must be handled in accordance with CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- Where Trauma incidents such as accident, misadventure or missing persons directly impact on a student, the situation is to be managed by the District Chairman assisted by the formation of a Critical Incident Response Team. Where appropriate this team will operate in conjunction with their counterpart in the sponsor or host District of student affected, while liaising with Rotary International Youth Services Resource Group.
- Third Party incidents such as trauma affecting a family member or friends of a student or natural disasters affecting a region related to the students will be managed by the District Youth Program committee members and/or Rotary Club responsible for that student.

Critical Incident Response Team (CIRT)

In the case of an incident requiring the formation of a Critical Incident Response Team, the Team will consist of at least the following members:

- District Governor
- District Governor Elect
- Youth Services Director
- District Youth Protection Officer; and
- Chair of the District Youth Program responsible at the time of the incident

The Critical Incident Response Team can call in other members whom they feel possess expertise and knowledge that may prove to be of assistance in the management of the incident requiring the initial formation of the Team.

10. Follow-through and Review Guidelines

District 9700 takes all allegations of abuse or harassment seriously and shall ensure that each allegation is investigated thoroughly. The District will co-operate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

All Abuse and Harassment allegations will be handled in accordance with CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines.

11. Other District 9700 Responsibilities

- Establish procedures for reporting, investigating, and handling non-criminal offences or historical cases that law enforcement chooses not to investigate.
- Recommend that all **inbound** Youth Exchange students maintain insurance at the minimum levels as outlined in Section 4:
- 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.
- Appoint an independent lawyer, therapist, or counsellor 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 etc.) involving Youth Exchange students, Students/Young people involved in District Youth programs or participating in or Rotary activities 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 Compliance/Protection Officer.
- Require a monthly report from each inbound and outbound exchange 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.

12. Club Compliance

District 9700 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 Exchange program and other District 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 (CL-7) that the Club is operating its program in accordance with District 9700 and RI policies.
- If not coordinated by the District, request and verify Working with Children checks or WWC numbers and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counsellor, 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 Declaration.
- 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 CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- Prohibit direct placement of students outside of the District 9700 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 pre-screened, 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, counsellors, suicide and rape crisis hotlines, etc.
- Ensure that the host Counsellor for each student is not a member of the student's host family
- Ensure that the host Counsellor 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 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 Counsellor — who can help the students with any issues or problems
- Follow RI guidelines for Youth Exchange Web sites
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately
- Conduct interviews of all applicants and applicants' parents or legal guardians
- Appoint a Club youth protection officer
- Place students in two or more 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 unsupervised contact with students until a background check has been conducted and clearance for unsupervised contact with students has been issued

13. Acknowledgements

Rotary International District 9700 Inc. would like to acknowledge the assistance given by RI Districts 9520, 9780 and 9800. Parts of whose Youth Abuse and Harassment Prevention policies were used in the formulation and basis of this Policy.

Rotary International District 9700 Inc
Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines

Introduction

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact.

Rotary International is committed to protecting the safety and well being of Youth Exchange students 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 wellbeing of students should always be the first priority.**

Definitions

Sexual abuse: Sexual abuse refers to engaging in sexual acts with a student or forcing or encouraging a student to engage in sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- non-touching offences
- indecent exposure
- exposing a child to sexual or pornographic material.

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favours or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and is a technique used by sexual predators to desensitise or groom their victims.

Examples of sexual harassment could include, but are not limited to:

- sexual advances;
 - sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comment about an individual's sexual activity, deficiencies, or prowess;
 - verbal abuse of a sexual nature;
 - displaying sexually suggestive objects, pictures or drawings; and
 - sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Is it abuse or is it harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported as required by law in Australia to the police.

Allegation Reporting Guidelines

For use by all adults to whom a student reports an incident of abuse or harassment

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these ***Allegation Reporting Guidelines***.

1. Report from Student

- a) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and 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 to make it stop and to ensure that it doesn't happen to other students.

- c) **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities. Any interrogation may contaminate evidence and is a serious matter.
- d) **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticise the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- e) **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. **Protect the Student**

Ensure the safety and wellbeing of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Reassure the student that this is for his or her own safety and is not a punishment.

3. **Report to Appropriate Law Enforcement Authorities**

- a) Contact the District Youth Protection Officer who will immediately report all cases of sexual abuse and harassment to the police. In Australian capital cities contact the "Police Response Call Centre". In country areas contact the local "CIB". The District Youth Protection Officer will keep the District Governor appropriately briefed.
- b) If the police wish to interview the student or arrange for a forensic medical examination, the Youth Protection Officer will advise who best to accompany the student
- c) As soon as possible advise the student's Club Counsellor you have made a report to the District Youth Protection Officer, unless the Counsellor is involved in the accusation.
- d) The student's Club Counsellor if advised of an allegation should advise the Chairman of the District Committee. The Chairman will keep the District Governor appropriately briefed.

4. **Avoid gossip and blame.** Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. The operation in a "need to know" basis is essential.

5. **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the District Protection Officer or Committee and District Governor are responsible for investigating, with the assistance of the District Youth Exchange Chair and the Club Counsellor as needed, and will be in contact with the alleged offender after the student has been moved to a safe environment.

6. **Follow-up**

After reporting allegations to the Rotarian Counsellor or District Youth Exchange Chair, follow up to make sure steps are being taken to address the situation.

Post Report Procedures

For Use by Rotarian Counsellors, District Protection Officer or Committee and District Youth Exchange Chairs

The student's Rotarian Counsellor and the District Protection Officer or Committee are responsible for ensuring that the following steps are taken following an abuse allegation report. Unless otherwise specified, these steps must be taken immediately following the report.

- a. The adult to whom the student reports the abuse should follow the Form CL 8 *Allegation Reporting Guidelines*.
- b. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
- c. Contact the police immediately (if not already done). If law enforcement agency **will not** investigate, the District Protection Officer or Committee with the assistance of the Club should coordinate an independent investigation into the allegations.
- d. Ensure the student receives immediate support services.

- e. Offer the student an independent, non-Rotarian counsellor to represent the interests of the student. Ask social services or the police to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange program.
- f. Contact student's parents. If away from home, provide student with the option of either staying in the country or returning home.
- g. Remove alleged abuser or harasser from all contact with specific student and other youth while investigations are conducted.
- h. Cooperate with police or legal investigation.
- i. The student's Rotarian Counsellor should inform the District Protection Officer or Committee member. The District Protection Officer or committee must then inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Protection Officer must inform Rotary International of the incident. District Youth Exchange Chair has the RI proforma. This **must be done within 72 hours**. Provide follow-up reports of steps taken and the outcome of all investigations and resulting actions.

Post Allegation Report Guidelines

Responding to the needs of the student:

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or Club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary Club depending on the circumstances. In some cases, a student may wish to remain in the country, but change to a different host Club.

It may be difficult for Club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the Club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

Appropriate response for addressing issues within the Rotary Club for allegations made against Rotarians or non-Rotarian volunteers

When addressing an allegation of abuse or harassment, the most important concern is the safety of children and young people. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or 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.

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 2

Forms and signs of abuse

It is generally accepted that there are four forms of abuse. However, in some cases negative discrimination and bullying can have severe and adverse effects on a child or young person. Rotarians are committed to protecting children and young people from all forms of abuse.

Recognising abuse is not easy and it is not a person's responsibility to decide whether or not a child or young person has been abused. It is a person's responsibility to pass on any concerns to the appropriate body that will initiate an investigation. The Club Youth Protection Officer should be aware of the local arrangements but refer to CL-8 Rotary International District 9700 Inc Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines in the District 9700 Youth Abuse and Harassment Prevention Policy.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help a Rotarian to be more alert to the signs of possible abuse.

Children and young people may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the whole situation and in combination with other information related to the circumstances. There can be overlap between the different forms of abuse.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child or young person, such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed. It may also cause feelings of fright or being in danger, or the corruption or exploitation of a child or young person.

It may include the persistent failure to show self-respect, build self-esteem and confidence that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone; or
- Failure to intervene where self-confidence and worth are challenged or undermined.

Signs of possible emotional abuse

- Low self-esteem
- Continual self-depreciation
- Sudden speech disorder
- Significant decline in concentration
- Immaturity
- 'Neurotic' behaviour e.g. rocking
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away or
- Indiscriminate friendliness

Neglect

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs. It may involve an activity leader, or a parent or a carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause to unnecessary suffering or injury or the failure to ensure that appropriate medical care or treatment is received.

Further. It could include the lack of care, guidance, supervision or protection that may be caused by:

- Exposure to unnecessary cold or heat
- Exposure to unhygienic conditions, lack of food, water or medical care; or
- Non-intervention in bullying or taunting

Neglect, as well as being the result of a deliberate act, can also be caused through the omission or the failure to act or protect.

Signs of neglect

- Hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness or unexplained non-attendance at school
- Untreated medical problems
- Low self-esteem
- Poor peer relationships; or
- Stealing

Physical abuse

Physical abuse may involve the actual or attempted physical injury to a child or young person by hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them.

It may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This situation is described as 'Munchausen Syndrome by Proxy'. A person may do this because they need or enjoy the attention they receive through having a sick child.

Physical abuse may also be a deliberate act, omission or by failure to protect.

Physical abuse in sport

This may include bodily harm caused by lack of care, attention or knowledge that may be caused by:

- Over training or dangerous training of athletes
- Over playing of an athlete
- Failure to do a risk assessment of physical limits or pre-existing medical conditions; or
- Administering or condoning or failure to intervene in drug use and misuse

Signs of possible physical abuse

Most people sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins and knees. In most cases injuries or bruising are genuinely accidental. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks and thighs. The age of the child must also be considered.

Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Fear of parents or carers being approached for an explanation
- Untreated injuries, or delays in reporting them
- Excessive physical punishment to themselves
- Arms and legs kept covered in hot weather
- Avoidance of swimming, physical education etc
- Fear of returning home
- Aggression towards others; or
- Running away.

When considering the possibility of non-accidental injury it is important to remember that injuries may have occurred for other reasons such as skin disorders or rare bone diseases.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They also include non-contact activities such as forcing children or young people to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

It also could include contact and no-contact caused by;

- Exposure to sexually explicit inappropriate language, jokes or pornographic material
- Inappropriate touching
- Having any sexual activity or relationship; or
- Creating opportunities to access children or young peoples' bodies

Young people can be sexually abused by males and/or females, including persons to whom they are not related and by other young people. This includes people from all walks of life.

Not all children or young people are able to tell that they have been sexually assaulted. Changes in their behaviour may be a signal that something has happened. It is important to note that there may be no physical or behavioural signs to suggest that a child or young person has been sexually assaulted.

A child or young person who is distressed may display some of the following physical, behavioural or medical signs that should be a warning sign. It is the combination and frequency of these that may indicate sexual abuse. Advice should always be sought.

Signs of possible sexual abuse:

- Lack of trust in adults or over familiarity with adults
- Fear of a particular adult
- Social isolation – withdrawn or introversion
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light)
- Running away from home. Girls taking over age inappropriate responsibility in household relationships
- Sudden school problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change clothes for games
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge inappropriate to the child's age
- Unusual interest in the genitals of adults, children or animals
- fear of bathrooms, showers, closed doors
- Abnormal sexual drawings
- Fear of medical examinations.
- Developmental regression
- Poor peer relationships
- Sexualised behaviour inappropriate to the child's age
- Compulsive masturbation
- Stealing
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- Eating disorders
- Bruises, scratches, bite marks to the thighs or genital areas
- Anxiety, depression; or
- Discomfort/difficulty in walking or sitting.

Negative discrimination (including racism)

Children or young persons may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, for the purposes of the D9700 Youth Abuse and Harassment Prevention Policy it is classified as emotional abuse.

Important note: All organisations working with children or young people including those operating where indigenous and ethnic communities are numerically small, should address institutional racism, defined as: 'The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'.

Bullying

It is important to recognise that in some cases of abuse, an adult abusing a child or young person may not always perpetrate it. It can occur that the abuser may be a child or young person, for example in the case of bullying.

A LIST OF LOCAL & NATIONAL ASSISTANCE SERVICES & CONTACTS

Experience has shown victims of sexual abuse often feel guilty themselves and are reluctant to speak out about crimes committed on them. We must reassure young people before a program commences that Rotary will listen and act to protect and support them if they are molested. In addition it is important we give all young people involved in short Rotary youth programs a list of people they can come to in cases of abuse. The list will vary depending on the program, but must include non-Rotary as well as Rotary people. The following list is a guide for program organisers to select from.

- The District Chair of the particular program
- Leaders directly involved in running the program
- The District Governor
- In programs where other organisations are involved, a suitable person or persons from that organisation
- The local rape crisis centre

It is important where possible to have a mix of males and females in the list as often a young person will feel more comfortable in coming to someone of the same sex.

Rape Hotline	xxxxxxxxxx
Suicide Crisis Hotline	xxxxxxxxxx
Alcohol Awareness Programs	xxxxxxxxxx
Drug Awareness Programs	xxxxxxxxxx
Police	000
Ambulance	000
Fire	000
Community Service/Help Lines	xxxxxxxxxx

Add as many services as you feel are available within your district and nationally.