



POLICY FOR YOUTH PROTECTION AND THE PREVENTION OF ABUSE AND HARASSMENT

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This document includes the appendices, guidelines and sections as listed below and is deemed incomplete should anyone of the listed appendices or sections not be included as attachments.

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1. International Code of Conduct for Working With Youth

Rotary International (also referred to as RI) 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.

2. District 6270 Policy Statement

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

3. Introduction

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards ("RYLA"), Interact clubs, mentoring programs and long-term Rotary International Youth Exchange Programs (Youth Exchange). This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue it is important that our Rotary Clubs protect the interests of everyone involved and that they create and maintain a safe and respectful environment for all participants in Rotary programs, activities, or events.

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical, sexual, or emotional abuse or harassment of every young or vulnerable person with whom they come into contact in connection with any Rotary program, activity, or event.

Rotary International District 6270 (the "District" or "D6270") is committed to protecting the safety and well-being of all our program participants and will not tolerate their abuse or harassment. Within the District 6270 Youth Programs, all allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Rotary International District 6270 Abuse and Harassment Reporting Guidelines (the "Guidelines") that are attached as Appendix-B to this Policy. The Guidelines will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred.

Nonetheless, whenever an allegation is made, the safety and well-being of youth or vulnerable persons should always be the first priority.

4. Scope

This Policy applies directly to all Rotarians and volunteers including host families and club counselors involved in D6270 Youth Program activities or events. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which an exchange student is residing. This policy also applies to all Rotarians and volunteers involved in RYE, RYLA, INTERACT, ROTARACT, World Affairs Seminar, and all other youth programs.

5. Definitions

5.1.1 Abuse and Neglect (See Appendix-A Indicators of Abuse)

Our increasing knowledge about the needs of children and the effects of their social environment on their growth and development is changing what we view as child abuse. Some practices that were once considered acceptable are now generally believed to be abusive.

The following are the main kinds of abuse:

5.1.2 Physical Abuse - The intentional use of force on any part of a child's body, which results in serious injury. It may be a single incident, a series or pattern of incidents.

5.1.3 Emotional Abuse - Anything that causes serious mental or emotional harm to a child. This may take the form of chronic exposure to alcohol or drug abuse, verbal attacks on a child's sense of self, repeated humiliation, or rejection. Exposure to violence or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once and it is usually part of particular way of relating to children.

5.1.4 Sexual Abuse - The improper exposure of a child to sexual contact, activity, or behavior. It includes any sexual touching, intercourse, exploitation, or exposure and can be perpetuated by anyone, including a parent, relative, friend, or stranger. Sexual abuse of a child is a criminal offense.

5.1.5 Neglect - Is any lack of care that causes serious harm to a child's development or endangers the child in any way. Physical neglect is the failure to meet the child's physical needs. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's emotional needs for affection and a sense of belonging.

5.2 Harassment *(See Appendix-A Indicators of Abuse)*

Harassment means any conduct by an individual that is directed at, and offensive to another person or persons and which the individual knew, or ought reasonably to have known, would cause offense or harm. It comprises of any objectionable act, comment or display that belittles, demeans, or causes personal humiliation or embarrassment or any act of intimidation or threat. Title VII of the Civil Rights Act of 1964 prohibits harassment related to race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

5.3 Sexual Harassment - Sexual harassment is any unwanted, unreciprocated, and unsolicited sexual advance or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behavior that creates a sexually or emotionally hostile environment. An act, even though not intended to, may still result in offense, humiliation, or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate, or intimidate. This behavior may be intentional or unintentional, one incident or a series of incidents.

5.4 Protected Person - Protected person means a youth or other vulnerable person, and "Youth" means any person less than 18 years of age involved in a Rotary program (such as RYE, RYLA, INTERACT, ROTARACT, World Affairs Seminar, or any other community or youth service project), activity or event and to whom Rotary may have a duty of care, and specifically includes children. Exchange students over the age of 18 are covered within this policy as adults.

5.5 Vulnerable Person - Vulnerable person means anyone who is elderly, physically or mentally disabled or infirmed, or suffering from any sort of disability that might render him or her in need of protection or care, who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care.

5.6 Prohibited Person - Prohibited person means anyone who:

- a. Has been convicted of an offense which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life.
- b. Has been convicted of any offense which, in the opinion of the District Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual; or
- c. Is subject to a court order prohibiting that person from being in contact with any other individual.

6. Screening of Rotarians and Volunteers in connection with all Youth Programs:

Rotary International has made it mandatory that all Districts participating in the RI Youth Programming must be fully certified.

Certification is contingent on meeting the requirements as outlined in this document at both the club and district levels. All D6270 clubs participating in the Youth Programs must be certified in order for District 6270 to be certified.

Procedures and compliance requirements are listed in this section. Note that levels of volunteer screening may vary depending on:

- The volunteer position and whether it has direct authority over the youth program and the well-being of participants.
- The amount or frequency of contact with participants from incidental or infrequent to regular or significant.
- The type of contact, such as group interactions, overnight supervision or unsupervised individual contact.

Clubs should also inquire about local requirements to volunteer with youth, such as school district rules, etc.

In general, club members volunteering with youth in a **group setting** on an **occasional basis**, do NOT need to submit a district application and have a criminal background check. However, clubs may wish to encourage the application and background check as an added layer of security. If you have questions regarding whether an application and background check is necessary, contact the District Youth Protection Officer.

Volunteers who may be in a position of being one-on-one with youth via a Rotary program (including Club Counselors, mentors, leaders of committees that organize club-level youth programs, and host family members over 18) interested in participating in the D6270 Youth Programs must:

- Complete a Youth Volunteer Application / Affidavit, which includes references and a Police Criminal Record Check for working with youth. Application may be found at <http://www.csyre.org>, click the "Forms" tab, or use the link: https://yehub.net/cgi-bin/CEN_get.cgi?pgid=vola.
- Undergo personal interviews.
- Provide a list of references for the district to check in accordance with the recruitment and screening process.
- Meet RI and district eligibility requirements for working with vulnerable participants. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs.
- Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Programs.

Host Families:

- Host families must undergo a comprehensive interview that determines their suitability for hosting an exchange student. This should include:
 - Demonstrate commitment to the safety and security of youth in their care.
 - Motivation for hosting a youth participant is consistent with Rotary ideals of international understanding and cultural exchange.
 - Financial ability to provide adequate accommodation (room and board) for the youth participant.
 - Aptitude for providing appropriate supervision and parental responsibility that ensures the youth participant's well-being.
- Host families must complete a written application (the application may be found at <http://www.csyre.org>, click the "Forms" tab, selection "Host Family Application," or use the link: http://yehub.net/cgi-bin/CEN_get.cgi?pgid=aphf1).
- Home visits must be conducted for each family and should be announced and drop-in visits, both prior and during the placement. They must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the recruitment and screening guidelines.

Rotarian Counselors:

- Must meet the criteria for All Volunteers.
- Must not be a member of the student's host family.
- Must be trained in responding to any problems or concerns such as harassment or abuse as outlined in this policy.

7. Rotary Youth Exchange Student Selection and Screening:

All students interested in participating in the District 6270 Youth Exchange Program must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange Program.
- Attend and participate in all district orientation and training sessions.
- All parents or legal guardians of students interested in participating in the District 6270 Outbound Youth Exchange Program must be interviewed to determine the student's suitability for participation in this program.

8. Training:

District 6270 will provide abuse and harassment prevention training to all volunteers as applicable. At least one member of each club should have this training.

- Training is required every three years and is done online.
- Training is required for all clubs involved in activities that include youth, such as Interact, Rotaract, and many other youth activities, including young adults
- If your club is participating in the youth exchange program then the student's counselor and the youth exchange officer must take this training.
- **To begin training, members must first be registered in the YEAH system by completing a volunteer application/affidavit. Application may be found at <http://www.csr.org>, click the "Forms" tab, or use the link: https://yehub.net/cgi-bin/CEN_get.cgi?pgid=vola**

District 6270 will:

- Conduct specialized training sessions for the following Youth Exchange Program participants:
 - District Governor
 - District Youth Exchange committee members
 - Club Youth Exchange committee members.
 - Rotarian Counselors
 - 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 those required to be trained have participated.
- Maintain records of participation to ensure compliance.

9. District Commitments

D6270 Youth Exchange Committee Commitments (as applies to the Youth Exchange Program), extended to the Chairpersons for RYE, RYLA, INTERACT and ROTARACT where applicable. In accordance with its moral, ethical, and legal obligations, insofar as possible the District:

- ✓ Will ensure that protected, and vulnerable persons who are involved in District program activities or events are protected from abuse, harassment, or sexual harassment;
- ✓ Will ensure that District programs for protected persons are provided in a safe caring environment;
- ✓ Will prevent contact between protected persons and individuals who are either prohibited by law from working with protected persons, or who are considered by the District to be inappropriate individuals to be working with protected persons;

- ✓ Will NOT permit a prohibited person to participate in any program related to protected persons;
- ✓ Will NOT permit any person to host or become a counselor or a mentor to a youth exchange student, whether as a home-stay parent or as an adult living in the same home in which the youth exchange student will live, without first determining the suitability of the person through the District's Youth Exchange screening process.
- ✓ Will designate each year, in, conjunction with the District Governor, a District Youth Protection Officer whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
- ✓ Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
- ✓ Will ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary programs, activities, or events; and
- ✓ Will report any allegations of abuse of protected persons in compliance with local and state legislation and as outlined in the Guidelines.
- ✓ Will provide record keeping procedures at the District level in accordance with the screening of all volunteers and the tracking of Youth Exchange Students where response to reports of harassment has been made.
- ✓ Will develop and maintain a substantial training component introduced to support the harassment prevention guidelines with targeted materials for district and club leaders, host families, students, and their parents.
- ✓ Have procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- ✓ Requires that all inbound and outbound Youth Exchange students maintain insurance: health, accidental, liability.
- ✓ Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, law enforcement services, community services and private services, etc.)
- ✓ Will complete a student data request form for all participating Youth Exchange inbound students and return to RI one month before the beginning of the exchange.
- ✓ Will maintain and provide to Youth Exchange students a "district hotline".
- ✓ Will provide the Youth Exchange students with a District and Club Emergency Contacts list.
- ✓ Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary logo (branding, marks).
- ✓ Will report all allegations and other serious incidents — accidents, crimes, early returns, deaths — involving Youth Exchange students to Rotary International within 24 hours (note RI requires 72 hours).
- ✓ In the United States, federal law requires that any incident or allegation involving the actual or alleged sexual exploitation or abuse of a participant in a secondary school student exchange program must be reported to the Department of State and as required by local or state law.
- ✓ Evaluate and review this policy and accompanying procedures on a regular basis, at least every two years but not longer than five years.
- ✓ Establish a system of club certification and re-certification.
- ✓ Maintain <http://www.rotary6270.org/SitePage/youth-protection-information-2> as a resource web site for all clubs and participants.
- ✓ All important documents (PSCs, Volunteer Information Forms, Incident Response records) will be kept on file to perpetuity by the District 6270 Administrator at the District 6270 Administrator's office.
- ✓ All exchange student applications, guarantee forms and post evaluation forms will be kept on file with the D6270 Youth Exchange Chair for a 3-year period.

9a. Exchange Student Emergency Contact (*RCOP 41.060.13. Preparation*) (*November 2009 Mtg., Bd. Dec. 56*)

The host and sending club or district must provide students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental, and mental health care and law enforcement professionals. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies. See Form F.8 Inbound Exchange List & Emergency Contacts.

10. Club Compliance

District 6270 certification for participation in the RI Youth Exchange Program is contingent on participating Club compliance with RI guidelines for abuse and harassment prevention. Club certification is based on meeting the following requirements:

(1) Present copies of the following to the D6270 Youth Exchange committee for review and approval:

- ✓ Copies of all materials produced in the club to promote and support the Youth Exchange Program including, but not limited to, promotional materials and brochures, applications, policies, web site links, etc.
- ✓ List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
- ✓ Ensure all Youth Exchange program volunteers participate in the District abuse and harassment prevention training program.

(2) Participating clubs must agree to:

- ✓ Complete and return a signed compliance statement (see Forms F.2) that the club is operating its program in accordance with District 6270 and RI policy.
- ✓ Conduct security and reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth.
- ✓ Develop a comprehensive system for host family selection and screening that includes announced and drop-in home visits and interviews both prior to and during the placement.
- ✓ Conduct follow-up evaluations of both students and host families.
- ✓ Follow the Youth Exchange Abuse and Harassment Reporting Guidelines found in Appendix-B attached to this policy. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation.
- ✓ Prohibit direct placement of students outside of the District 6270 Youth Exchange program structure. (e.g. "backdoor exchanges").
- ✓ Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance)
- ✓ Develop contingency hosting plans that include prescreened available back-up families.
- ✓ Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- ✓ Ensure that long-term exchange students have multiple host families.
- ✓ Provide each student with a comprehensive local services list.
- ✓ Ensure that the host counselor for each student is not a member of the student's host family.
- ✓ Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- ✓ Ensure mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students and their parents or legal guardians.
- ✓ Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both non-Rotarian males and females, not related to each other, and individuals independent of the host family and club counselor.
- ✓ Follow RI guidelines for Youth Exchange Web sites and the usage of the Rotary logo (branding, marks).
- ✓ Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the District Youth Protection Officer or District Youth Exchange Chair immediately.
- ✓ Conduct interviews of all applicants and applicants' parents or legal guardians.

11. Summary

It is of particular importance to note that this policy for the prevention of abuse and harassment is intended to be all inclusive with regard to all participants in the Youth Exchange Program. The policy is set in place to achieve RI Certification Youth Exchange requirements and is intended to directly apply to RYE, RYLA, INTERACT, ROTARACT, and World Affairs Seminar for the following\ purposes:

- To protect and prevent all youth program participants from abuse and harassment as defined within this policy.
- To collectively achieve affirmation of the integrity and credibility of all Rotarians and non- Rotarian volunteers who work within the District 6270 Youth Programs.
- To ensure the credibility and enhance the operation of the District 6270 Youth Programs for both parents and prospective youth candidates.

This policy is designed to formalize, bring to a higher level of awareness, the procedures, and behaviors which we as Rotarians currently endorse and practice as we work within the Youth Exchange and other Rotary Youth Programs. Thus, societal expectations for program delivery within the Youth Exchange Program and other Rotary Youth Programs are more clearly addressed and substantiated within our community service and practice as Rotarians.

APPENDIX-A

YOUTH PROGRAMS

INDICATORS OF ABUSE - DEFINITION OF CHILD ABUSE AND NEGLECT

Our increasing knowledge about the needs of children and the effects of their social environment on their growth and development is changing what we view as child abuse. Some practices that were once considered acceptable are now generally believed to be abusive. State and local Criminal Codes describe what behavior or conditions might be so harmful that it is necessary to stop or prevent them.

The following are the main kinds of abuse:

PHYSICAL ABUSE - the intentional use of force on any part of a child's body which results in serious injury. It may be a single incident, a series or pattern of incidents. The Criminal Code states that physical force cannot be used on children unless the force used is "reasonable" and has been used for "corrective purposes" by a parent or someone acting in the role of a parent.

Indicators of Physical Abuse

- Bruises or welts on face, torso, back or thighs; bruises that reflect the shape of the item used (example: rope, belt buckle) or numerous bruises of different colors;
- Immersion burns or burns reflecting the shape of the item used (example: stove burners, iron, cigarette);
- Bite marks;
- Lacerations and abrasions;
- Dislocation of shoulders, hips and so on;
- Head injuries.

The child may:

- Be wary of physical contact with adults;
- Be reluctant to wear shorts or a bathing suit;
- Seem afraid of parent or another person;
- Be frightened in the face of adult disapproval
- Be apprehensive when others cry;
- Show extremes of behavior - aggressive or withdrawn;
- Be over-anxious to please;
- May openly approach any adult including strangers.

EMOTIONAL ABUSE – is anything that causes serious mental or emotional harm to a child. It may take the form of chronic exposure to alcohol or drug abuse, verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once and it is usually part of particular way of relating to children.

Indicators of Emotional Abuse

- Child's appearance may not indicate or suggest the extent of the difficulty. Child may appear clean, well-groomed and well nourished. Child's facial expression and body carriage may indicate sadness, depression, timidity or held-back anger.

The child may:

- Self-mutilate, suffer depression, attempt suicide
- Appear overly compliant, passive, shy;
- Have episodes of very aggressive, demanding and angry behavior;
- Fear failure, have trouble concentrating or learning and give up easily;
- Be either overly boastful or negative about him or herself;
- Constantly apologize.

APPENDIX-A *(Continued)***INDICATORS OF ABUSE - DEFINITION OF CHILD ABUSE AND NEGLECT**

SEXUAL ABUSE – is the improper exposure of a child to sexual contact, activity, or behavior. It includes any sexual touching, intercourse, exploitation, or exposure and can be perpetuated by anyone, including a parent, relative, friend, or stranger. Sexual abuse of a child is a criminal offense.

Indicators of Sexual Abuse

- Physical evidence of sexual abuse is rare. Where physical evidence is present it may be:
- Soreness in the genital area;
- Unusual, detailed sexual knowledge;
- Inappropriate provocative behavior;
- Fear of normal physical contact, particularly by adults;
- Torn, stained or bloody clothing,
- Pain or itching in genital area or throat, difficulty going to bathroom or swallowing.

The child may:

- Display unusual interest in sexual matters;
- Use language and make drawings that are sexually explicit;
- Fantasize excessively;
- Show fear of closed space.

NEGLECT - is any lack of care that causes serious harm to a child's development or endangers the child in any way. Physical neglect is the failure to meet the child's physical needs. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's emotional needs for affection and a sense of belonging.

Indicators of Neglect - The child may:

- Have poor hygiene, or lack of medical or dental attention;
- Have sores in the mouth;
- Be very underweight and gain weight when offered proper nutrition;
- Be consistently dirty or dressed inappropriately for weather, or wear torn clothing;
- Often be hungry or thirsty;
- Often be tired or listless;
- Demand a lot of physical contact and attention;
- Assume role of parent or adult in the family. Children who are abused, regardless of the method, suffer from a variety of physical and / or psychological damage.

For example:

- Their general health may be impaired;
- They may be permanently disabled or suffer learning disabilities;
- They may have a distorted self-concept;
- Their self-esteem may be low;
- They will likely learn that it is OK to hurt those they love;
- They may be mistrustful;
- If sexually abused they will likely be confused about their sexuality and sexual expression;
- They may feel stigmatized and think of themselves as victims and therefore powerless.

HARASSMENT means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offense or harm. It comprises of any objectionable act, comment or display that belittles, demeans, or causes personal humiliation or embarrassment or any act of intimidation or threat.

APPENDIX-A *(Continued)***INDICATORS OF ABUSE - DEFINITION OF CHILD ABUSE AND NEGLECT**

Local, State, and Federal laws prohibit harassment related to race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Harassment may include, but is not limited to:

- Verbal abuse or threats (teasing or name-calling for example);
- Unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.;
- Displaying of sexually explicit, racist, or other offensive or derogatory pictures;
- Practical jokes which cause awkwardness or embarrassment;
- Unwelcome invitations or requests, whether indirect or explicit, or intimidation;
- Leering or other gestures;
- Condescension or paternalism which undermines self-respect;
- Unnecessary physical contact such as touching, patting, pinching, punching;
- Physical assault

SEXUAL HARASSMENT is any unwanted, unreciprocated, and unsolicited sexual advance or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behavior that creates a sexually or emotionally hostile environment. An act, even though not intended to, may still result in offense, humiliation, or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate, or intimidate. This behavior may be intentional or unintentional, one incident or a series of incidents. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behavior that creates a sexually hostile environment.

Sexual harassment may include, but is not limited to:

- Uninvited or unwanted touching;
- Uninvited or unwanted kisses or embraces;
- Crude or sexist jokes or comments;
- Sex-based insults, taunts, teasing or name-calling;
- Making sexually suggestive or obscene comments or gestures;
- Staring or leering at a person or at parts of their body;
- Making promises or threats in return for sexual favors;
- Making requests for sex or sexual favors;
- Repeated invitations to go out after prior refusal;
- Unwelcome sexual flirtations, advances, or propositions;
- Persistent or unwelcome questions or insinuations or comments about a person's private or sex life;
- Offensive phone calls or letters; and
- Sexual assault.

Harassment: What to Do About It? (See Appendix-B)

- Make it clear to the harasser that his or her actions are not welcome.
- Document your case. Keep a written record of the incidents, including times, places, and witnesses.

Appendix-B

Reporting Guidelines for Allegations of Abuse or Harassment

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Appendix-B *(Continued)*

Reporting Guidelines for Allegations of Abuse or Harassment

1. Introduction

These reporting guidelines should be read and used in conjunction with the Rotary International District 6270 Policy for the Prevention of Abuse and Harassment (the "Policy"). Refer to the Policy for definition of terms used in these Guidelines.

The Guidelines were initially developed in connection with the Youth Exchange Program," but have been adapted to be of assistance with respect to all those defined as "protected persons" in the Policy.

2. Scope

Unless specifically adopted by a club, these guidelines are intended to be used in connection with allegations arising in the context of the District 6270 Youth Exchange Program and other Rotary district youth programs under the direction of their respective chairs. If adopted for use in connection with club programs, activities or events, references to the District Governor, District Youth Protection Officer and District Committee Chair should be applied, respectively, to the Club President, District Youth Protection Officer and Club Committee Chair or responsible Director (depending on a club's organization).

3. Definitions

In addition to the definitions already set out in the Policy, in these Guidelines:

"Complainant" means the protected person making an allegation of abuse and / or harassment, either directly or through another person.

"Respondent" means the person against whom a complainant has made an allegation of abuse and / or harassment.

4. 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 to appropriate law enforcement authorities.

5. Procedure for Adult Receiving Allegation

For use by all adults to whom a student reports an incident of abuse or harassment. Any adult to whom a complainant reports an incident of abuse or harassment should comply with the following guidelines:

5.1 Receive Report from Complainant *(See Appendix-A for detailed guidelines)*

A complainant who discloses a situation involving abuse requires an understanding response.

1. Believe in the complainant.
2. Listen openly and calmly.
3. Reassure the complainant.
4. Write down the facts.
5. Report immediately to the proper authorities.
6. Keep the information confidential.

Appendix-B *(Continued)*

Reporting Guidelines for Allegations of Abuse or Harassment

Any person who has reasonable grounds to believe a child needs protective services must report those suspicions. In this context, "child" means a person under the age of 18 years.

An adult who discloses a situation involving abuse also requires a sensitive and understanding response:

1. Believe in the person.
2. Listen attentively and stay calm
3. Assure privacy but not confidentiality
4. Get the facts, but don't interrogate
5. Be non-judgmental and reassure the young person
6. Keep a written record of the conversation
7. Ensure the safety and well-being of the minor
8. Do not, under any circumstances, attempt to contact the alleged offender

Following are some options available to the victim:

1. If the abuse occurred when this person was under 18 years of age, he or she may call the Child Advocacy Center; see Appendix-E for a list of centers within D6270.
2. Anyone with a child abuse concern can receive appropriate referrals for counseling from the DCFS <https://dcf.wisconsin.gov/reportabuse>
3. He or she may report the abuse to the police where it may be treated as assault under the criminal code. See Appendix-E for a list of local police departments.
4. In the case of a sexual assault, past or present, the person may contact the DCFS <https://dcf.wisconsin.gov/reportabuse>

5.2 Protect the Complainant - Ensure the safety and well-being of the complainant. If you or the complainant has any concerns regarding his or her safety, immediately remove the complainant from the situation and from all contact with respondent. Reassure the complainant that this is for his or her own safety and is not a punishment. If there are no safety concerns, determine if the complainant would nonetheless prefer to be removed or cease contact, and comply with the complainant's wishes.

5.3 Report to District Committee Chair and District Youth Protection Officer - Immediately upon receiving the complaint within 24 hours, report the allegation to the District Youth Protection Officer and to the District Committee Chair responsible for the program, activity, or event in which the alleged incident or incidents occurred. They will keep the District Governor advised and will review the complaint to ascertain whether it needs to be referred to the appropriate authorities and / or an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

5.4 Ensure Privacy is Respected - Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

5.5 Follow Up - Once the case has been reported to the District Youth Protection Officer and the District Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the respondent about the allegation.

Appendix-B *(Continued)*

Reporting Guidelines for Allegations of Abuse or Harassment

6. Procedure in Response to Allegation

The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the District Youth Protection Officer and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all the steps set out below. For Youth Exchange, the District Youth Exchange Chair should keep the complainant's Rotarian counselor fully advised of all steps being taken.

Unless otherwise specified, these steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than 24 hours thereafter.

6.1 Removal of Complainant from Situation - Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.

6.2 Decision to Report – Law Enforcement - All allegations must be reported to the local law enforcement agency and all District personnel should cooperate with any investigation. The District Youth Protection Officer should ask the police to keep him or her advised of the progress of the investigation.

6.3 Ensure Immediate Support - Ensure the complainant receives immediate support services as required.

6.4 Offer of Non-Rotarian Counselor - Offer the complainant an independent, non-Rotarian counselor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity, or event in question.

6.5 Informing Parents / Returning Home - For Youth Exchange, all allegations must be reported to the student's parents and the sponsor District. The complainant should have the option of either staying in the country or returning home. For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.

6.6 Removal from Rotarian Activities - While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.

6.7 24 Hour Notification Requirement - For Youth Exchange, the complainant's Rotarian counselor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 24 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.

6.8 Investigation Report - Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant, and the District Governor.

7. Understanding the Needs of the Complainant

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed, confused, and may become withdrawn.

Appendix-B *(Continued)*

Reporting Guidelines for Allegations of Abuse or Harassment

For Youth Exchange, the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants 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 club depending on the circumstances. In some cases, a complainant may wish to remain in country, but change to a different host club if one is available.

It may be difficult for club members, volunteers and host families who become aware of the complaint to understand how the complainant is feeling, but it would be helpful for the complainant to know that the club remains a support for them. Club members, volunteers 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 complainant of their support at all times.

8. Appropriate Behavior for Others Aware of Allegation

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

9. Sanctions

If the allegations made against a respondent are found to be true, in addition to and independent from any civil or criminal legal consequences,

- a. A Rotarian who is found to have abused and / or harassed a protected person will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and
- b. the participation in District programs, activities and events of any non-Rotarian who is found to have abused and / or harassed a protected person will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any Rotary club in the District.

10. Procedures for Working with the Respondent at the District Level of Inquiry

10.1 Take Immediate Action to Ensure no Contact between the Complainant and the Respondent - Ensure that the respondent is in compliance and is fully cognizant of the investigative procedures to be utilized. The District Chair and the District Youth Protection Officer must be informed of all actions taken if not involved in the initial action of informing the respondent of the complaint.

10.2 Provide Opportunity for the Respondent to Respond to the Allegation of Abuse and / or Harassment by the Complainant - Assure the respondent that total objectivity will be maintained throughout the investigative process and that clarification of the issues and subsequent final resolution of the complaint will be the foremost goal of the internal District investigation. The respondent must be informed of the findings of the investigation.

Appendix-B *(Continued)***Reporting Guidelines for Allegations of Abuse or Harassment**

10.3 Appeal Process. Inform the respondent of the appeal process available to him/her should a decision be forthcoming in favor of the complainant.

- a. Register his / her appeal in writing with the District Youth Protection Officer within 2 weeks of receiving notice of the outcome and final decision of the investigation.
- b. The District committee through the District Youth Protection Officer will set a hearing with the respondent within 2 weeks after receiving the letter of appeal.
- c. The District committee through the District Youth Protection Officer will give notice of their decision to the respondent in writing within 2 weeks of the hearing.
- d. The District Governor represents the final level of appeal should the respondent wish to appeal the District Committee's decision. The respondent must register the appeal with the District Governor within 2 weeks of receiving the District Committee's decision.
- e. The District Governor shall establish a board of inquiry as a response to the appeal.
- f. The Board of Inquiry will give notice of their decision in writing to the respondent within 3 weeks of receiving a written request of appeal from the respondent. The Board of Inquiry's decision will be final.

Appendix-C

RECEIVING A REPORT FROM A COMPLAINANT

"Complainant" means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

"Respondent" means the adult against whom a complainant has made an allegation of abuse and/or harassment.

Procedure for Adult Receiving an Allegation - For use by all adults to whom a student reports an incident of abuse or harassment.

Any adult to whom a complainant reports an incident of abuse or harassment should comply with the following guidelines:

1. Receive Report from Complainant (A child is defined as a person under the age of 18 yrs.)

A complainant who discloses a situation involving abuse requires an understanding response.

a. Believe in the Complainant

There have always been cynics who say that children have terrific imaginations and that stories about abuse are just part of their fantasy worlds. For most children, abuse is not a fantasy. Children do not describe something they know nothing about.

Children who disclose abuse often do not attach the same moral values of right and wrong to the event as adults do. Usually what they describe is their own perception of the event and their feelings about it. They may describe something that is confusing to them, such as a promise they were forced to make about keeping the activity a secret. Or they may be preoccupied with a concern about being awakened in the night to do something that they do not understand and is a "nuisance" to a drowsy child. Often children are more upset by the accompanying threats or psychological manipulation than they are about the actual violation itself. They may fear that by telling they will be responsible for causing trouble in the family.

Keep in mind that the child is coming to you because of powerful feelings of confusion, fear, betrayal or hurt. Trust that the child is speaking to you from a great need. So open your heart and let the child know you believe what you are hearing.

b. Listen Openly and Calmly

As the child speaks, you may be overwhelmed with your own feelings of anger, pain and perhaps also fear. At the time of disclosure, put your own feelings aside. (You will have time to explore them later). Be emotionally available to the child and listen. Give your full attention to the child and nod understandingly as the story is told. Do not be judgmental or disparaging of the child, his or her abuser, or anyone in his or her family. To ensure that the child's message is not overheard, move away from onlookers. If you are inside, try to find a private place. It is wise to leave the door slightly ajar.

NEVER PLACE YOURSELF IN A POTENTIALLY COMPROMISING POSITION.

Do not ask probing questions. Just listen to what the child has to say. Do not promise to keep the information a secret. The child needs to know that you cannot do that; you must tell someone who can help.

Appendix-C *(Continued)*

RECEIVING A REPORT FROM A COMPLAINANT

c. Reassure the Complainant

Let the child know that you believe him or her. Do not in any way let the child think that he or she is to blame for the abuse. Tell the child that what has happened is not his or her fault. Assure the child that you will try to get some help to make things better. You may also be able to assure the child that he or she can count on your support and friendship.

d. Write Down the Facts

As soon as possible after listening to the child, prepare a written report. Do not do this in the child's presence. Describe the child's disclosure in the child's words, if at all possible. If you are at any time inferring something from what the child has said, then you should very clearly indicate this. If the child has named someone, write down the identity of that person as the child has described it. Write down as much as you know about the incident, even if it seems incomplete. Record the child's name, address and telephone number and the date, time and place where the disclosure took place. The information you record will be needed by an investigator and possibly a court, should the case proceed to that level.

It is important to understand that some children "recant" or deny having been abused even after they have disclosed to someone. There are several reasons why children might do this. They may feel guilty for causing trouble for their abusers. They may be trying to protect their families. Your written report will be especially helpful in such cases. Remember you are helping a child in need.

e. Report Immediately to the Proper Authorities

Reporting suspected child abuse is a moral and legal responsibility. Child Welfare Acts state that any person who has reasonable grounds to believe a child needs protective services must report those suspicions. In the state of Wisconsin, any mandatory reporter who willfully fails to report suspected child abuse or neglect shall be guilty of a fine of up to \$1,000 and/or up to six months in jail (*Failure to Report Ann. Stat. § 48.981(6)*).

The Act also states that the duty to report overrides any right of confidentiality or privilege a person in a profession or occupation may claim, except for the confidential relationship that exists between a solicitor and a client.

No action may be taken against a person reporting, unless it is done maliciously or without reasonable and probable grounds for its belief.

The responsibility for investigating reports lies with local law enforcement and/or Wisconsin Department of Children & Families.

Refrain from initiating further interviews with the child after receiving the child's first disclosure. It is in the child's best interests to be interviewed by the responsible authorities who are trained and authorized to carry out investigations. The responsibility for notifying parents about an investigation also rests with DCFS or the police.

f. Keep the Information Confidential

Tell only those persons who must know. Example: Give the child's name and details of the disclosure to DCFS or the police. Do not break the child's confidence by telling anyone else.

Appendix-C *(Continued)*

RECEIVING A REPORT FROM A COMPLAINANT

An adult who discloses a situation involving abuse also requires a sensitive and understanding response.

1. Believe in the person.
2. Listen attentively and stay calm
3. Assure privacy but not confidentiality
4. Get the facts, but don't interrogate
5. Be non-judgmental and reassure the young person
6. Keep a written record of the conversation
7. Ensure the safety and well-being of the minor
8. Do not, under any circumstances, attempt to contact the alleged offender

Chances are this will be the first time this person has shared this information with anyone. Let him or her talk and ventilate his or her feelings. Avoid being shocked or angered as this will only victimize. If you react this way, instead of opening up more, this person will limit the disclosure because he or she will be more concerned about whether or not you can handle it.

Be caring and be there for that person. How you handle a disclosure of abuse from an adult is very similar to how you should handle a disclosure from a child except for the reporting of the abuse.

Following are some options available to the victim:

1. If the abuse occurred when this person was under 18 years of age, he or she may call the Child Advocacy Center; see Appendix-E for a list of centers within D6270.
2. Anyone with a child abuse concern can receive appropriate referrals for counseling from the DCFS <https://dcf.wisconsin.gov/reportabuse>
3. He or she may report the abuse to the police where it may be treated as assault under the criminal code. See Appendix-E for a list of local police departments.
4. In the case of a sexual assault, past or present, the person may contact the DCFS <https://dcf.wisconsin.gov/reportabuse>

Appendix-D

Recommendations to Clubs

Regarding Prevention of Abuse and Harassment

Introduction

District 6270 has adopted the Rotary District 6270 Policy for Youth Protection and the Prevention of Abuse and Harassment (the "District Policy") and the Rotary District 6270 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines", **Appendix-B** of the District Youth Protection Policy). The purpose, is to maintain RI Certification for the District 6270 Youth Exchange Program and enhance existing protection at both a club and District level for youth and vulnerable persons who are involved in the Rotary Youth Exchange Program and other district youth programs, activities, or events. Please refer to the District Policy for definition of terms used here such as "abuse", "harassment" and "protected person".

The District recommends that your club adopt the District Policy for specific club programs and apply the District Guidelines so that there is a consistent approach to these issues throughout our District. The specific recommendations below will assist you in that process. Do not hesitate to consult with the District Youth Protection Officer (appointed in accordance with the District Policy) for support and assistance. Whenever abuse or harassment is specifically alleged, you must apply your own club's policy and guidelines. If your club has not developed its own policy and guidelines, the District Policy and Guidelines should be applied with the necessary modifications.

Indeed, even if no allegation is made, but you become aware of conduct to which the District Policy and Guidelines might apply, refer to these helpful documents to see if they are in fact applicable. Use common sense to determine if the situation requires taking the steps that are explained, but if there is any doubt, always err on the side of protection of youth and vulnerable persons.

Recommendations for Rotary Clubs:

1. Establish a club policy on the prevention of abuse and harassment.

D6270 recommends that all clubs specifically adopt the District Policy, or draft its own policy for specific club programs which includes the District Policy by reference.

2. Issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.

Adopt or adapt the District Guidelines that are attached as **Appendix-B** to the District Youth Protection Policy. Rotarians and volunteers should know they have a legal, ethical, and moral responsibility to report abuse and/or harassment to the appropriate authorities. Any report of alleged child abuse must be reported by law to DCFS or local police. Clubs must promote an attitude that reporting suspicions and/or taking action are the right things to do.

Individual Rotarians should not attempt to deal with a problem alone. For all Rotary programs, activities or events involving youth or vulnerable persons, the District Youth Protection Officer must be advised and reporting must adhere to the club or District Guidelines. In addition, for Youth Exchange all complaints, allegations or suspicions should be reported immediately to the student's Rotarian counselor and they in turn must report to the District Youth Protection Officer and the District Youth Exchange Chair.

Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements. Such sessions also provide an opportunity to establish a written record of the incident.

Appendix-D *(Continued)*

Recommendations to Clubs

Regarding Prevention of Abuse and Harassment

3. Designate a Club Youth Protection Officer responsible for the protection of youth and vulnerable persons.

Designate one member as the Club Youth Protection Officer. This individual should have a copy of and be very familiar with the District Policy and Guidelines, and know how to contact the District Youth Protection Officer for assistance and support.

The Club Youth Protection Officer is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the Club Youth Protection Officer or the alternate quickly.

The Club Youth Protection Officer is also responsible for raising awareness and ensuring the training of all members of the club for the procedures they should follow when concerned with matters of harassment or abuse. The District Youth Protection Officer and the District Youth Training Officer act as a resource for all district youth programs.

If your club participates in the Youth Exchange, you may wish to designate the Youth Exchange Chair as separately responsible for student protection matters in accordance with the D6270 Youth Protection Policy.

4. Introduce a process where protected persons can talk in confidence and safely with an independent person.

Ensure that youth and vulnerable persons are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that protected persons know who this individual (usually the Club Youth Protection Officer or alternate) is and how to contact him or her. With respect to the Youth Exchange, this person would be the student's Rotarian counselor.

5. Prepare Rotarians and volunteers to work effectively with all protected persons.

Make club policies clear and explain effective procedures for various programs, activities and events. A copy of the club's policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer at each such program, activity or event. If there is no such club policy, the District Policy and Guidelines should be provided instead.

6. Plan club activities so as to minimize situations where abuse or harassment may occur.

Resources should be organized in such a way so protected persons have a supervisor of the same gender. Avoid situations where one adult supervises one youth or vulnerable person. For example, another adult should accompany a Rotarian providing transportation to one child.

7. Ensure all Rotarians and other volunteers have clear roles.

Depending on the nature of the program, activity or event and the extent of involvement, clubs should consider giving everyone involved a written description of their role and the tasks involved. This can be a simple document, and preparing it will help to make clear the priorities, the risks, and how the risks might be minimized.

Appendix-D *(Continued)*
Recommendations to Clubs
Regarding Prevention of Abuse and Harassment

8. Ensure supervision as a means of protecting youth and vulnerable persons.

An individual should be designated in each Rotary program, activity or event that is responsible for protecting youth and vulnerable persons from abuse or harassment. The Club Youth Protection Officer should provide that individual with the club policy and guidelines or the District Policy and Guidelines, and ensure that he or she understands the material.

9. Reinforce our ethical, moral, and legal responsibilities in everything we do.

All Rotary clubs, individual Rotarians, and volunteers are responsible for protecting the safety and security of everyone encountered in the provision of services to our community. We have a special obligation to youth and vulnerable persons. Rotarians are obliged to intervene if they become aware of information about abuse and/or harassment of a person through their involvement with a Rotary club program, activity, or event.

Rotarians are obliged to do those things that protect and reinforce the physical and emotional safety and security of themselves and others. This includes operating a motor vehicle safely, ensuring the proper use of safety equipment, avoiding the use of illegal drugs, and avoiding the consumption of alcohol while providing service to others.

Rotarians are obliged to take appropriate action when they observe other Rotarians or volunteers behaving in ways that contradict the values contained in our District and club policies.

Appendix-E

TO REPORT ABUSE OR HARASSMENT

For Host Families and/or Exchange Students, allegations of abuse or harassment should be reported to your:

1. Rotary Club Counselor (YEC) or
2. Youth Protection Officer (YEO);

The YEC or YEO must report allegations of abuse or harassment to either the;

1. **District's RYE Chair:** Kelly Mundell, 920-203-5214 or the
2. **District Youth Protection Officer:** youth.protection@rotary6270.org

It is the responsibility of the district leadership to:

3. Contact the District Governor
4. Contact the local Police Department or Sheriff's Department
5. Contact the Wisconsin Department of Children & Families, <https://dcf.wisconsin.gov/reportabuse>

A children's advocacy center is a child-friendly facility in which law enforcement, child protection, prosecution, mental health, medical and victim advocacy professionals work together to investigate abuse, help children heal from abuse, and hold offenders accountable; or may serve as an impartial third party where a host family and/or exchange student can discuss abuse or harassment.

To find an advocacy center in your area visit the Child Advocacy Centers of Wisconsin (CASA) website:
<https://cacsofwi.org/local-centers/>

RECEIVING A REPORT OF HARASSMENT OR ABUSE

Receiving a Report of Harassment or Abuse:

If you are the first adult volunteer to whom a student comes with a report of abuse or harassment, follow these guidelines:

1. Listen attentively and stay calm
2. Assure privacy but not confidentiality
3. **Get the facts, but don't interrogate nor investigate**
4. Be non-judgmental and reassure the young person
5. Keep a written record of the conversation. A reporter is required to provide the following information, if known:
 - Names and addresses of the child, the parents or responsible caregiver(s)
 - Child's age and gender
 - Nature and extent of injury, maltreatment, or neglect
 - Approximate date and time the injury, maltreatment or neglect occurred
 - The circumstances in which the injuries, maltreatment or neglect became known to the reporter
 - Previous injury, maltreatment or neglect of the child or siblings
 - Name of the person suspected to have caused the injury, maltreatment, or neglect
 - Any action taken to treat or help the child
 - Any other information the reporter believes would be helpful
6. Ensure the safety and well-being of the minor
7. Do not, under any circumstances, attempt to contact the alleged offender

Appendix-F

Club Youth Exchange Officer Position Description

✓ Club Youth Exchange Officer:

Clubs participating in Rotary Youth Exchange will appoint a Club Youth Exchange Officer whose responsibilities will include the following:

1. Assure that volunteers, including the YEC and host families are trained in Youth Protection and how to respond to an abuse or harassment allegation as required by this policy. Such training will take place at least annually and include:
 - a. District and RI expectations for all volunteers involved with youth activities.
 - b. Definitions of what constitute sexual abuse and harassment.
 - c. Reporting guidelines.
2. Provide information to exchange students about local and District services including: Drug awareness programs for youth; proper law enforcement agencies, community services, YEO and YEC information, and both female and male support persons separate from YEO, YEC, and host families.
3. Provide copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
4. Arrange to have all volunteers involved with youth programs complete a Youth Volunteer Application and submit for a background check.
5. Complete personal or phone interviews of all Youth Exchange volunteers.
6. Follow the District 6270 Sexual Abuse and Harassment Reporting Guidelines found in Appendix-E. Report all cases of suspected sexual abuse or harassment within 24 hours to the District Youth Protection Officer and District RYE Chair, who/m will inform the District Governor and appropriate law enforcement authorities
7. Report all serious incidents (accidents, crimes, early returns of exchange students, death) involving any student to the District Youth Protection Officer and District RYE Chair immediately.
8. Cooperate with club leadership to establish club policy that instructs volunteers that, prior to any activity where they expect to have one-on-one (unsupervised) contact with Rotary Youth, they notify the CYPO, YEO, YEC, or other club member of the activity and its expected duration.

Both the initiator of the activity and the person notified will assess the activity to determine if it is appropriate under the circumstances for the club and the Rotary Youth.

In making the assessment the volunteer will use a basic test of whether they would allow their own child to participate in the activity as planned.

If there are any questions about whether the activity and the contact are appropriate, both the initiator and the person notified will make reasonable attempts to contact the CYPO, YEO, YEC, or another club officer to discuss the situation.

FORMS

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F.2 Club Inbound Commitment Form	30
F.3 Rotary Youth Protection Early Return Form - Revised 04.2015	31
F.4 Rotary Youth Protection Incident Report - Revised 04.2015	32
F.5 Youth Exchange Student Exchange List & Contacts	34
F.6 Youth Exchange Emergency Contact Form - Revised 04.2015	36



TO REPORT ABUSE OR HARASSMENT

Please complete all sections, providing as much detail as is known, if more space is needed please use blank page and attach.

1. Name of Child (Last, First, Initial):				Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Birth Date:		Nationality:	
Address (Street. City. State & Zip Code):									
Present Location if Different from above:									
2. Name of HOST FAMILY or Other Person(s) Responsible for Child's Care:									
Address (Street. City. State & Zip Code):						Telephone No.:			
3. Name of Individual to Whom Oral Report Was Made:				Date of Oral Report:		Date and Time of Suspected Abuse:			
4. Name of SUSPECTED PERPETRATOR, if Known						Relationship to Child:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
Address, if Known:						Telephone No.:			
5. Siblings in Household: Name, Last, First		Relationship to Child	Age (Yrs.)	Name – Last, First			Relationship to Child	Age (Yrs.)	
6. Describe the Reasons Such Persons(s) Are Suspected of Causing Such Injuries, Maltreatment of Neglect									
7. Information Concerning Any Previous abuse to the Child or Siblings, if known:									
8. Describe the Nature and Extent of the abuse; how did the abuse come to be known:									
9. What Action, If Any, Has Been Taken to Treat, Provide Shelter or Otherwise Assist the Child?									
10. Please provide any other relevant information the reporter believes would be helpful:									
11. REPORTING SOURCE:									
Printed Name & Signature:							Date of Report:		
Address (Street. City. State & Zip Code):									
Relationship to Child:		Organization:			Telephone No.:			Email Address:	

COMPLETE AND FORWARD TO THE DISTRICT YOUTH PROTECTION OFFICER OR THE DISTRICT RYE CHAIR

Form: F-1. To Report Abuse or Harassment

	ROTARY CLUB INBOUND COMMITMENT FORM Central States Rotary Youth Exchange DISTRICT 6270	
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The Rotary Club of _____ of WI commits to hosting an Inbound Exchange Student for the Rotary Exchange Year **20 – 20**. The Club will observe all the requirements of the program as defined by DISTRICT 6270, CSRYE and RI and will pay all fees as required by District 6270 and the Central States Rotary Exchange.

WE AGREE to the following requirements associated with this commitment

- The student will remain within our care for approximately 11 months.
- To provide room and board within a Rotary or Rotary approved family, and will comply with all RI requirements for such accommodations.
- To make arrangements for enrollment for a full academic year of study at local High School.
- To provide a monthly allowance of no less than \$75 per month (11 monthly = \$850)
- To host the student at Rotary Events and other activities typical of our community.
- To endorse and comply with the Student Protection Policy adopted by District 6270 as defined by RI's Abuse and Harassment Prevention Policy and Reporting Guidelines.
- We understand and agree to assume financial obligations as described below:
 - > \$900 District RYE fee for Inbound students for conferences, events, and orientation
 - > School Fees – this will vary from school to school
- To designate from our membership, a **Youth Exchange Officer (YEO)** who is responsible for ensuring proper oversight of all Club requirements associated with the acceptance of a Rotary Exchange student; and a **Youth Exchange (Club) Counselor (YEC)** who will serve as liaison between student, Rotary club, natural family, host family and community, through monthly contacts with the student, and maintain records of these contacts.
- The YEO and Club Counselor may not be the same person; and neither may serve as a host parent. The U.S. Department of State requires certification by each Rotarian who is YEO, by means of an online test to be taken and passed, issued by the Department of State; both the YEO and YEC are required to take and pass the CSRYE / NAYEN Youth Protection Awareness and Youth Protection Certification, module.

As authorized representatives of Rotary Club of _____, WI, we have read the Agreement and understand our responsibilities as a Host Club for the RI Youth Exchange Program. We also understand that the Deputy Governor for Youth Services, the District Chair for the Youth Exchange Program and the District Youth Protection Officer will assist and advise our Club in order to ensure our Club is in complete compliance with RI and District 6270 Youth Exchange Policies.

_____ Signature of Club President	_____ Date	_____ Signature of Club YEO/Secretary	_____ Date
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Mail This Form with your Check of \$900 To:
 Kelly Mundell, Dist. RYE Chair, 335 Scott St, Ripon, WI 54971.

Form: F.2 Club Inbound Commitment Form



ROTARY YOUTH EXCHANGE EARLY RETURN FORM

Instructions: Please complete the following report leaving no field blank. Early Return forms should be emailed or faxed to RI (email: youthexchange@rotary.org; fax: *1-847-556-2182).

STUDENT INFORMATION			
Student's name:		Date of departure from host district:	
Host district:	6270	Date parents/legal guardians were notified:	
Sponsor (sending) district:		Date sponsor district was notified:	

TYPE OF EXCHANGE	WHICH PARTY INITIATED THE EARLY RETURN?	
<input type="checkbox"/> Long-Term Exchange	<input type="checkbox"/> Host club	<input type="checkbox"/> Sending club
<input type="checkbox"/> Short-Term Exchange	<input type="checkbox"/> Host district	<input type="checkbox"/> Sending district
	<input type="checkbox"/> Student	<input type="checkbox"/> Natural parents/legal guardians
	<input type="checkbox"/> Other (<i>Please explain</i>):

MARK ALL REASONS FOR THIS EARLY RETURN THAT APPLY
<input type="checkbox"/> Homesickness
<input type="checkbox"/> Poor attitude / inactivity in school or the community
<input type="checkbox"/> Rule violation: drug/alcohol use
<input type="checkbox"/> Rule violation: romantic involvement
<input type="checkbox"/> Rule violation: unauthorized travel
<input type="checkbox"/> Rule violation: other
<input type="checkbox"/> Breach of law
<input type="checkbox"/> Problems with host family
<input type="checkbox"/> Problems at school (grades, attendance, expulsion)
<input type="checkbox"/> Sudden illness or injury
<input type="checkbox"/> Prior medical or psychological condition
<input type="checkbox"/> School requirements in home country
<input type="checkbox"/> Other (<i>Please explain</i>):

PROVIDE A BRIEF DESCRIPTION OF THE CIRCUMSTANCES LEADING TO THIS EARLY RETURN
Provide details on the action taken after the incident was reported to you/your organization:

HAS STUDENT DATA BEEN SUBMITTED FOR THIS EXCHANGE
<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please submit the guarantee form along with this form)

Form: F.3 Youth Exchange Early Return Form



ROTARY YOUTH PROTECTION INCIDENT REPORT

Instructions: Complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA."
Incident reports should be emailed to RI (email: youthprotection@rotary.org). After submitting the report, please continue to update staff as further information develops.

REPORTER INFORMATION

Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	

ALLEGED VICTIM INFORMATION

Last Name:		First Name:	
Date of Birth:		Citizenship:	

If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:

Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	

ALLEGED OFFENDER INFORMATION

Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable):	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			

SUMMARY

Date and time of incident:

Location of incident:

Please provide details of the incident:

ACTION TAKEN

Provide details on the action taken after the incident was reported to you/your organization:

Is the youth currently in a safe place? ☐ Yes or ☐ No?Has the alleged offender been removed from youth programs while the investigation is performed? ☐ Yes or ☐ No?

Please list all individuals or organizations that have been informed of the alleged incident to date? (Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc.)

Has the alleged incident been reported to local law enforcement? ☐ Yes or ☐ No? If NO, why?

Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:

Have any support services been offered to the youth? If so, please describe the service/provider:

FUTURE STEPS

Provide details on any future action that you/your organization plan to take regarding this allegation:

Have you received any media inquiries regarding the allegation? If so, please describe:

UPDATE

Provide any additional details or results of investigations relating to this incident since the initial report to RI:

STUDENT EXCHANGE LIST & EMERGENCY CONTACTS

DISTRICT 6270

SAMPLE FORM – EACH STUDENT RECEIVES AN UPDATED FORM UPON ARRIVAL

John Smith #1 Club of Illinois	Eurasia	Email: jsmith@abc.com Birthdate: January 1, 1900	999-999-9999
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1st Host Family	John & Jane Doe 1 Rotary Way, Anywhere USA 999999	999-999-9999 or 999-999-9999 jjdoe@usa.com	
2nd Host Family	John & Jane Doe 1 Rotary Way, Anywhere USA 999999	999-999-9999 or 999-999-9999 jjdoe@usa.com	
3rd Host Family	John & Jane Doe 1 Rotary Way, Anywhere USA 999999	999-999-9999 or 999-999-9999 jjdoe@usa.com	
YEC	John Smith	jsmith@usa.com	999-999-9999
YEO	Jane Smith	jsmith@usa.com	999-999-9999
Club President	Jason Smith	jsmith@usa.com	999-999-9999

	Email:
	Birthdate:

1st Host Family

2nd Host Family

3rd Host Family

YEC
YEO
Club President

	Email:
	Birthdate:

1st Host Family

2nd Host Family

3rd Host Family

YEC
YEO
Club President

	Email:
	Birthdate:

1st Host Family

2nd Host Family

3rd Host Family

YEC
YEO

Club President

Email: Birthdate:

1st Host Family**2nd Host Family****3rd Host Family****YEC**
YEO
Club President

Email: Birthdate:

1st Host Family**2nd Host Family****3rd Host Family****YEC**
YEO
Club President

Email: Birthdate:

1st Host Family**2nd Host Family****3rd Host Family****YEC**
YEO
Club President

Email: Birthdate:

1st Host Family**2nd Host Family****3rd Host Family****YEC**
YEO
Club President

Form: F.5 Youth Exchange Student Host Family & Emergency Contact Form

EMERGENCY CONTACTS**DISTRICT 6270 YOUTH EXCHANGE*****SAMPLE FORM – EACH STUDENT RECEIVES AN UPDATED FORM UPON ARRIVAL***

Position	Name	E-mail	Phone
District Youth Protection Officer			
District YE Chair			
District Governor			
Non-Rotarian resource (male)			
Non-Rotarian resource (female)			

SENDING CLUB / DISTRICT INFORMATION**Club Name:****District:****Country:**

(for inbound student to complete, or to be completed by district via the Guarantee Form)

Position	Name	E-mail	Phone
Club Counselor			
Club Youth Exchange Officer			
Club President			
District YE Chair			
District Governor			

GENERAL RESOURCES & CRISIS HOTLINES

Alcohol/Drug Abuse: WI Department of Health Services	800-662-4357
Child Protection: WI Department of Children and Families	608-422-7000
Dental:	
Eating Disorder: Rogers Behavioral Health	888-716-9807
Law Enforcement	See attached
Medical:	Contact Club YEO or 911
Mental Health:	See attached CAC's
Sexual Assault/Rape: WI Coalition Against Sexual Assault	608-257-2150
Suicide: National Suicide Prevention Lifeline	800-273-8255

Form: F.6 Youth Exchange Emergency Contact Form