



# YOUTH PROTECTION POLICY

# DISTRICT 5340

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# DISTRICT 5340 YOUTH PROTECTION POLICY

## ARTICLE 1. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International District 5340 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse and harassment.

## ARTICLE 2. DEFINITIONS

The following definitions apply to this District 5340 Youth Protection Policy.

- **Blue Print** — Indicates mandatory language that follows Rotary's certification requirements for Rotary Youth Exchange.
- **(the) District** — Rotary International District 5340.
- **Observer** — An adult Participant at a Rotary youth program who is not Youth Certified and who is accompanied, at all times, by a Volunteer. An Observer may not have direct or indirect contact with Youth participants unless such contact is supervised by a Volunteer.
- **Participant** — Anyone who participates in a Rotary youth program, whether child, young adult, or adult. An adult Participant may be either an Observer or a Volunteer.
- **Rotary youth program** — Without limitation, the following programs and activities: Youth Exchange; RYLA; LEAD; Model UN; Interact; Rotaract; Four-Way Test Speech Contest; any other youth program or activity sponsored, in any manner, by a Rotary Club, the District, or Rotary International (intended in the broadest sense); and any youth program or activity not sponsored by Rotary but in which the District, a Rotary club, or any Rotarian participates as a representative of Rotary.
- **Volunteer** — An adult participant, Rotarian or non-Rotarian, who has been approved by the District as a Volunteer, according to the provisions below in Article 5, to take part in any Rotary youth program (except Youth Exchange), and who will have direct or indirect, supervised or unsupervised, contact with youth participants.
- **Youth** — A child or children (minors of any age) and a young adult or young adults (age 18-30).
- **Youth Certified** — A designation by the District that an adult has completed the steps required to receive the designation and to be a Volunteer. The steps to become Youth Certified can be found at <https://rotary5340.org/SitePage/youth-protection/youth-certification>.
- **Youth Exchange Volunteer ("YE Volunteer")** — An adult participant, Rotarian or non-Rotarian, who has been approved by the District as a YE Volunteer, according to the provisions below in Article 5, to take part in the Rotary Youth Exchange program, and who will have direct or indirect, supervised or unsupervised, contact with youth participants. For Youth Exchange, YE Volunteers include, among others, club and District Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who

transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.

- **Youth Protection Policy (“YPP”)** — The District 5340 Youth Protection Policy as may be amended from time to time.

### **ARTICLE 3. ORGANIZATION AND LIABILITY INSURANCE**

The District is organized as a 501(c)(4) social welfare organization. This entity has been formed under the laws of the State of California and its status is confirmed from time to time as legally required.

The District carries liability insurance with appropriate coverage and policy limits through Rotary International (“RI”). The policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, its clubs, Rotarians, or participants. From time to time, the District may carry additional liability insurance as the District determines to be in the best interests of the District, clubs, Rotarians, and participants.

### **ARTICLE 4. SUPERVISION, CONTROL, AND COMPLIANCE**

The District Governor is responsible for supervision and control of all Rotary youth programs in the District. The District will monitor all clubs and Volunteers participating in all District Rotary youth programs to ensure that they comply with the YPP. The District will monitor all participating clubs to ensure that they comply with Rotary Youth Exchange certification requirements.

The District Governor may appoint a Youth Protection Officer and/or a District Youth Protection review committee to evaluate and review files, policies, and allegations regularly.

All Clubs that participate in any District Rotary youth program must provide the District with a completed copy of the District 5340 Affidavit of Club Compliance (attached as Appendix A). The District 5340 Affidavit of Club Compliance will be effective only for the Rotary year specified therein.

In addition to the District 5340 Affidavit of Club Compliance, on an annual basis [all clubs that participate in Rotary Youth Exchange must provide the District with a copy of the following for review and approval:](#)

[A signed compliance statement that the club is operating its program in accordance with District 5340 and RI policies](#)

[Confirmation that Volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued](#)

[All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites](#)

[A List of services in the area \(rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.\)](#)

[Any club youth protection training materials](#)

### **ARTICLE 5. VOLUNTEER SELECTION, SCREENING, AND APPROVAL**

All Volunteers interested in taking part in any Rotary youth program and who will have direct or indirect, supervised or unsupervised, contact with Rotary youth program participants must meet the eligibility requirements of RI and the District. RI and the District prohibit Rotary membership and participation of any person who has admitted to, been convicted of, or otherwise been found to have engaged in sexual

abuse or harassment. Furthermore, the District prohibits any person who has admitted to, been convicted of, or otherwise been found to have engaged in neglectful, emotional, verbal, physical, or sexual abuse or harassment from participation in any Rotary youth program. Definitions of what constitutes the various types of abuse and harassment can be found in Exhibit B to this YPP.

If a person is accused of any form of abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any Rotary youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a Rotary youth program Volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

The District will approve, as a Volunteer or as a YE Volunteer, all adults, whether Rotarian or non-Rotarian, who satisfy the requirements appropriate for such approval, as set forth below in this Article 5.

A. Approval as a Volunteer, and the ability to continue to serve as a Volunteer, requires the applicant to do the following on a bi-annual basis.

1. Become Youth Certified (see "Youth Certified" above in Article 2)
2. Receive training regarding the YPP
3. Comply with the YPP
4. Receive training regarding the Rotary youth program
5. Comply with the instructions of the Volunteer(s) responsible for administering the Rotary youth program in which the applicant will serve as a Volunteer

B. Approval as a YE Volunteer, and the ability to continue to serve as a YE Volunteer, requires the applicant to do the following.

1. Comply with all of the requirements for approval, and be approved, as a Volunteer on an annual basis
2. All Youth Exchange Rotarian and non-Rotarian Volunteers that have direct, unsupervised contact with program participants must do the following on an annual basis:
  - a. Complete a volunteer agreement form
  - b. Undergo a criminal background check (subject to local laws and practices)
  - c. Be interviewed, preferably in person
  - d. Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)
  - e. Comply with RI and District guidelines for the Youth Exchange program
3. Youth Exchange host families must also meet these selection and screening requirements on an annual basis:
  - a. Undergo a comprehensive interview that determines their suitability, demonstrating:
    - i. Commitment to the safety and security of students
    - ii. Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
    - iii. Financial ability to provide adequate accommodations (room and board) for the student
    - iv. Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
  - b. Complete a Rotary Youth Exchange written application

- c. Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families
4. Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.
5. Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all Volunteers on an annual basis. Also:
  - a. A counselor must not be a member of the student's host family. It is also recommended that counselors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, District Youth Exchange chair).
  - b. Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

Each adult Participant must renew their approval by the District as a Volunteer or a YE Volunteer in accordance with the following provisions.

- If the Participant will take part in any **youth program or activity except Youth Exchange** (e.g., RYLA, LEAD, Model UN, Camp Enterprise, Interact, Rotaract, 4-Way Test Speech Contest, school reading or other enrichment programs, etc.), then ***the Participant must be Youth Certified and the Participant's background check must have been completed within the 24 month period immediately preceding each day of participation in the youth program or activity.***
- If the Participant will take part in **Youth Exchange**, then ***the Participant must be Youth Certified and the Participant's background check must have been completed within the 12 month period immediately preceding each day of participation in Youth Exchange.***
- ***A Rotarian can see if he or she is Youth Certified and when the last background check was completed by doing the following:*** Go to the District website at [www.rotary5340.org](http://www.rotary5340.org); click on "Member Login" (upper right corner); enter your "Login Name" and "Password" (if you don't know them, follow the instructions for "Forgot login name?" and/or "Forgot password?"); click "Login"; click "Member Area" (upper right corner); in the blue menu bar select "Documents"; in the grey menu bar select "Documents"; select the "Youth Certification" folder; and select the "Youth Certification Spreadsheet" to see the Youth Certification status.

## **ARTICLE 6. ROTARY YOUTH EXCHANGE PARTICIPANT SELECTION AND SCREENING**

All students interested in the District 5340 Youth Exchange program must meet District guidelines and:

Complete a written application

Be interviewed at the club and District levels

Attend and participate in all club and District orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or District level to determine the student's suitability for program participation.

## **ARTICLE 7. TRAINING**

The District and member clubs will provide YPP training. The District Governor will appoint a District youth protection officer to foster safe operations across all Rotary youth programs and to conduct YPP training sessions at the District level. Each club president will appoint a club youth protection officer to foster safe operations across all club youth activities and to conduct YPP training sessions at the club level.

The District and member clubs will provide information on Rotary youth programs. The District Governor will appoint a District committee chair for each District youth program to foster safe operation of the District youth program and to conduct program training sessions for Volunteers. Each club president will appoint a club committee chair for each Rotary youth program the club participates in who will foster safe operation of the Rotary youth program and to conduct program training sessions, as appropriate, for Volunteers.

The District 5340 Youth Exchange program must provide youth protection training and information to all students and Volunteers. The District youth protection officer or a designee will conduct the training sessions. Specifically, District 5340 will:

- Adapt Rotary's Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements

- Develop a training schedule that specifies who will be trained, how often, and how

- Conduct specialized training for those involved in Youth Exchange:

  - District Governor

  - District Youth Exchange officer and committee members

  - Club Youth Exchange officer and 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)

- Maintain records of participation to ensure compliance

## **ARTICLE 8. ALLEGATION HANDLING AND FOLLOW-THROUGH**

The District takes all allegations of abuse or harassment seriously and will handle them in accordance with the District 5340 Abuse and Harassment Allegation Reporting Guidelines (attached as Appendix B).

If an allegation of abuse or harassment is made, immediately take action to protect the alleged victim and remove the alleged offender from all contact with all Rotary youth program participants.

Any allegation of abuse or harassment will be reported to the District within 48 hours of the report as follows.

A. Complete the District 5340 Incident Report Form (Appendix C) at the time the allegation is made. If the Form is not readily available, gather the information in writing and transcribe the information to the Form as soon as practicable.

B. Personally deliver the District 5340 Incident Report Form to Rotary District 5340, 2247 San Diego Avenue, Suite 236, San Diego, CA 92110.

C. If personal delivery is impractical, scan the District 5340 Incident Report Form to a PDF file and email the file to both of the following: district@rotary5340.org and ypo@rotary5340.org

The District will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

The District may appoint a youth protection officer and/or a District review committee to evaluate and review files, policies, and allegations regularly.

## **ARTICLE 9. TRAVEL BY YOUTH**

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by the District or its clubs, the following will be done before departure.

- Obtain written permission from the parents or legal guardians of program participants.

- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information.

- When traveling more than 150 miles, or 240 kilometers, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability.

- If travelling out of the United States, verify the following.

  - The program participants have all documentation legally required for entry into and departure from the country or other jurisdiction to which the participants are travelling.

  - The program participants have all documentation legally required to reenter the United States.

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District 5340 shall obtain written permission from the students' parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- Receive authorization from District 5340 in advance

- Obtain written permission from the parents or legal guardians for travel outside of the local host community

- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

## **ARTICLE 10. DISTRICT 5340 YOUTH EXCHANGE ADMINISTRATION**

The District 5340 Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. District 5340 requires the following additional insurance:

  - To be determined, appropriate to the circumstances, by any or all of the following: The District Governor, the District 5340 Youth Exchange Officer, and the District 5340 Insurance Specialist.*

- Store participant and Volunteer records securely at the District office, or such other secure location as may be determined by the District Governor, for a period of not less than three years after participation or after the expiration of a Volunteer's youth Certification, whichever is later.

  - Records will be stored in accordance with all applicable privacy laws. All documents containing SSNs will be stored in locked, secured areas. All computer applications and data containing SSNs

and other private information will be maintained on secured, authorized-access computer stations only. Offsite storage or cloud storage must be at a location that is reasonably secure and operated by reputable service providers.

Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following District and club contacts:

For inbound students: Rotarian counselor, host club president, host District Youth Exchange chair, and host District Governor

For outbound students: Rotarian counselor, sponsor club president, sponsor district Youth Exchange chair, sponsor District Governor

Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counselor — who can help the students with any problems.

Submit inbound program participants' data to RI before or shortly after the exchange begins.

Provide a 24-hour emergency contact phone number to students.

Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.

Prohibit placement of students outside of the District Youth Exchange program structure ("backdoor" exchanges).

Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.

Develop contingency hosting plans that include prescreened families.

Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.

Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.

Conduct follow-up evaluations of both students and host families.

Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The District Youth Exchange chair can then review the reports and assist program participants as needed.

#### **ARTICLE 11. ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH**

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

*Adopted by the RI Board of Directors, November 2006*

**APPENDIX A – DISTRICT 5340 AFFIDAVIT OF CLUB COMPLIANCE**

The Rotary Club of \_\_\_\_\_ hereby affirms that:

- ❖ This District 5340 Affidavit of Club Compliance is effective for Rotary year 20\_\_\_\_ - 20\_\_\_\_.
- ❖ It will follow the policies and procedures of Rotary International and Rotary International District 5340 when working with any Youth Exchange activity, youth program, or youth event.
- ❖ This undertaking is a requirement for its participation in the Youth Exchange program or any other Rotary affiliated youth event, activity, or program, whether organized and/or sponsored by Rotary International, District 5340, a Rotary Club, or a non-Rotarian. Should the Rotary Club cease to be in compliance with said policies and procedures, then the permission of District 5340 to participate in all such events, activities, and programs is immediately withdrawn and the Rotary Club will immediately cease all participation.
- ❖ Should permission be withdrawn because of non-compliance, any participant or student involved with or being hosted by said Rotary Club will, in the sole discretion of District 5340, either be referred or transferred to another Rotary Club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring parties, including any sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the relationship, these costs will be borne by the defaulting Rotary Club.

This affidavit is signed at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_ and is effective for the entire Rotary year designated above, unless revoked in writing prior to the end of the designated Rotary year by either District 5340 or the Rotary Club.

\_\_\_\_\_  
President or President-Elect

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Club Youth Protection Officer

## APPENDIX B – DISTRICT 5340 ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

Rotary International District 5340 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

**The safety and well-being of program participants must always be top priority.**

### DEFINITIONS

**Emotional or verbal abuse** — Use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

**Physical abuse** — Physical contact intended to cause pain, injury, or other physical suffering or harm.

**Neglect** — Failure to provide the food, shelter, or medical care that is necessary to well-being.

**Sexual abuse** — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing Youth sexual or pornographic material.

**Sexual harassment** — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person
- Obscene language or gestures, and suggestive or insulting comments

### RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must do the following.

- *Ensure the safety and well-being of the Youth by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser.* Reassure the Youth that this is for his or her safety and is not a punishment.

- *If at all possible, have 2 adults present when the report is taken.* This is for the protection of the program participant and the adults taking the report.
- *Listen attentively and stay calm.* Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.
- *Assure privacy but not confidentiality.* Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it doesn't happen to others.
- *Get the facts, but don't interrogate.* Ask questions that establish facts: who, what, when, where, and how. Reassure the Youth that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the Youth's motives. Remember that your responsibility is to report this information to the proper authorities.
- *Be nonjudgmental and reassure.* Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the Youth. Emphasize that it was not his or her fault and that it was brave and mature to come to you.
- *Document the allegation.* Record the conversation, including the date and time, as soon after the report as you can. Try to record the Youth's exact words. If possible, complete the District 5340 Incident Report Form at the time the allegation is made. If the Form is not readily available, gather the information in writing and transcribe the information to the Form as soon as practicable.

District 5340 will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

## **ALLEGATION RESPONSE**

The following steps must be taken immediately following an allegation of abuse or harassment. Most steps may be performed by any program Volunteer, while others should be performed by a District officer, as specified.

### **1. Protect the Youth.**

Continue to ensure the safety and well-being of the Youth by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the Youth that this is for his or her safety and is not a punishment.

Take immediate action to ensure the Youth's health and well-being by getting get him or her medical or psychological care, if necessary.

### **2. Report the allegations to appropriate authorities.**

All cases of abuse or harassment must be reported immediately. In an emergency where outside intervention is immediately required to protect the health and welfare of any person, call 911 and summon law enforcement authorities and/or emergency medical services to the scene.

In most situations where additional harm is not imminent, the first report is to the chair of the Rotary youth program where the incident is alleged to have occurred, and who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of this Rotarian, the District Governor or the District youth protection officer should be the first Rotary contact.

Ensure that the Rotary youth program chair or other District officer contacts the appropriate local law enforcement agency for investigation. If this cannot be done immediately, then the Volunteer must contact the appropriate local law enforcement agency for investigation, and then notify Rotary youth program and District leaders for follow-through. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies.

District 5340 will cooperate with police or legal investigations.

District 5340 has researched local, state, and national laws related to youth protection, including reporting allegations, and notes the following legal requirements of which all Volunteers must be aware:

- Report alleged child abuse to the **California Child Abuse Hotline at 1(800) 344-6000**.
- Report all alleged abuse and harassment to law enforcement. The appropriate law enforcement agency will depend upon the location of the alleged abuse or harassment. The correct agency may be the local City Police Department or the County Sheriff's Department. If in doubt, call 911. The allegation should be reported in the jurisdiction where the alleged abuse took place, NOT the location where the student may be at the time of reporting to an adult.
- District 5340 believes the training and implementation of its Youth Protection Policy follows all legal and law enforcement requirements, and that the Youth Protection Policy meets all law enforcement reporting requirements.

### **3. Remove the accused person from contact with youth.**

District 5340 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

Follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member. If appropriate, move the student to the temporary housing that was screened in advance.

### **4. Avoid gossip and blame.**

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 5340 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

- Rotarians must not tell anyone about the report other than those required by the guidelines.
- Emphasizing in training the conditions of "innocent until proven guilty" and the importance of maintaining the privacy of both the alleged victim and accused

- Limiting to no more than two the Rotarians reviewing the background check information (secured by an outside source)
- Confirming the reliability of the contract services used for background checks to ensure they have privacy policies and procedures in place
- Keeping records in a secure location with access limited to those with a need to know.

## **ALLEGATION REPORTING TO ROTARY**

The following steps must be taken immediately after receiving an allegation report of abuse or harassment. The steps will be performed by any program Volunteer or by a District officer, as specified.

Any allegation of abuse or harassment received by a Volunteer must be reported to District 5340 not later than 48 hours after receiving the report as follows.

- If not already done, the person receiving the report will complete the District 5340 Incident Report Form at the time the allegation is made. If the Form is not readily available, the incident information will be recorded in writing and will be later transcribed to the Form as soon as practicable.
- The person receiving the allegation must personally insure that one of the following is done:
  1. The District 5340 Incident Report Form is personally delivered to Rotary District 5340, 2247 San Diego Avenue, Suite 236, San Diego, CA 92110; or
  2. If personal delivery is impractical, the District 5340 Incident Report Form is scanned to a PDF file and the file is emailed to the District youth protection officer at [ypo@rotary5340.org](mailto:ypo@rotary5340.org).

A District officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

District 5340 will ensure that the program participant's parents or legal guardians have been notified and offer the Youth an independent, non-Rotarian counselor to represent his or her interests.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a District review committee to coordinate an independent review to ensure that District youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to District procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the District Governor is responsible for contacting the alleged offender. The District Governor may delegate this task to a District youth protection officer or the District review committee.

District 5340 will document all accusations of inappropriate behavior and the actions taken to resolve the situation, so that patterns of inappropriate behavior are identified and addressed.

**APPENDIX C – DISTRICT 5340 INCIDENT REPORT FORM**

This form **MUST** be received by Rotary International District 5340 within 48 hours of incident. Please scan and email to: [ypo@rotary5340.org](mailto:ypo@rotary5340.org), or personally deliver to Rotary District 5340, 2247 San Diego Avenue, Suite 236, San Diego, CA 92110. Faxes are not permitted, as time is of the essence.

(Attach additional sheet(s) if necessary)

**CONTACT INFORMATION FOR ALLEGED VICTIM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Current age: \_\_\_\_\_ Date of birth: \_\_\_\_\_  Male  Female

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Activity:  Youth Exchange  RYLA  LEAD  Model UN  Interact  Other: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

Address if different: \_\_\_\_\_

Phone numbers: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

**INCIDENT DESCRIPTION**

Incident Date(s): \_\_\_\_\_

Age of alleged victim at the time of the incident: \_\_\_\_\_

Location(s) where incident took place: \_\_\_\_\_

\_\_\_\_\_

Circumstances and nature of alleged misconduct including the frequency and duration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there other relevant evidence (e.g., photos, documents, recordings, witness statements)  Yes  No

If yes, what and where is it (attach if possible) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CALIFORNIA CHILD ABUSE HOTLINE: 1(800) 344-6000**

**CONTACT INFORMATION FOR THE PERSON WHO ALLEGEDLY COMMITTED THE MISCONDUCT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Current age: \_\_\_\_\_ Date of birth: \_\_\_\_\_  Male  Female

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

**CONTACT INFORMATION OF WITNESSES OR INDIVIDUALS PRESENT DURING THE INCIDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT INFORMATION OF THE INDIVIDUAL(S) THAT THE INCIDENT WAS REPORTED TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

**PLEASE SUBMIT ANY OTHER INFORMATION THAT YOU FEEL IS NECESSARY.**

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